**Remove this text and print this letter on hiring department letterhead**

TO : WHOM IT MAY CONCERN

RE: Eligibility for Social Security Number

DATE: Thursday, January 19, 2023

The information below constitutes verification of an offer of employment to the student identified in this letter. The student is currently studying at Temple University in a non-immigrant student status that allows for employment. The student is now applying for a social security number as the student has obtained an offer of employment.

**To be completed by the hiring department:**

|  |  |
| --- | --- |
| Student Name |   |
| Student Temple ID #  |  |
| Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.): |   |
| Start Date |   |
| Employer contact information and address: |   |
| Number of Hours/Week  |   |
| Employer  |   |
| Supervisor’s Signature (must be original hand signature) |   |
| Supervisor’s Title |   |
| Date Signed |   |

**To be completed by International Student and Scholar Services:**

|  |  |
| --- | --- |
| D.S.O’s Printed name |   |
| D.S.O’s Signature |  |
| Date signed  |  |

**Working While Awaiting an SSN**

An individual in Nonimmigrant Student (F-1) (J-1) status may work while the Social Security number application is being processed. For more information, employing departments may wish to refer to Social Security Administration’s fact sheet, “Employer Responsibilities When Hiring Foreign Workers.” This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <https://www.ssa.gov/employer/hiring.htm>. For further information, please contact this office at the address or numbers indicated above.