



Wednesday, November 10, 2004 @ 1:30 pm
American Language Institute at San Diego State University
Extended Studies Center, Room 206

Documents to submit for Social Security Administration:

- 1) Passport
- 2) I-94
- 3) Form I-20
- 4) DSO letter verifying on-campus employment.
- 5) Pay stub **or** letter from employer verifying on-campus employment.

If student has off-campus employment, additional document to provide:

- 6) Employment Authorization Document (I-766) from DHS.

Letter from DSO regarding full time attendance is no longer needed

**Suggested language for letter to the Social Security Administration from
F-1 Student's DSO Regarding *On-Campus* Employment**

(Typed on official school letterhead, and containing an original DSO signature)

To whom it may concern:

This is to certify that (student's full name) is an F-1 student attending (school name).

The student is working or has been offered on-campus employment.

Name of the on-campus employer (e.g., bookstore, chemistry department lab, library, etc.)

Nature of employment (e.g., cashier, research assistant, library aide, teaching in exchange for reduced tuition, etc.)

Designated School Official - Original Signature (no stamps)

Typed or printed name (Designated School Official)

Phone

Date

**Suggested language for letter to the Social Security Administration from
F-1 student's ON-CAMPUS EMPLOYER (Verifying Employment)**

**(Typed or written on official school or department letterhead, and containing the
employer's original signature)**

Note: If the employer is the Designated School Official, **this letter must come from
another department of the school, for example, the department or payroll official who
issues paychecks and/or is responsible for wage reporting.**

To whom it may concern:

This is evidence of on-campus employment for (student's full name).

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.)

Start Date: _____ Number of Hours/Week: _____

Employer contact information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original)

Signatory's Title

Date

Working While Awaiting an SSN

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA'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 <http://www.socialsecurity.gov/employer/hiring.htm>.
