

**For the purpose of applying for a Social Security Number, a student approved for off-campus employment should obtain an employment offer letter similar to the following example. The letter should be on company letterhead.**

Date

Re: Offer of Employment for F-1 student (student's name as it appears on passport)

To Whom It May Concern:

This is evidence of an offer of employment for (student's name as it appears on passport) at (name of company) as a (job title). The student has been hired to work (XX) hours per week starting (proposed start date). Our Employer Identification Number [EIN] is (XX-XXXXXXX).

Should you have questions or need additional information regarding this offer of employment, please contact me.

Sincerely,

*(Employer's Signature)*

*(Employer's Name)*

*(Employer's Title)*

*(Employer Telephone Number)*