International Student Employment Verification

For Social Security Administration

According to Social Security Administration regulations, effective October 13, 2004, nonimmigrant students seeking a social security card to enable them to work on campus must provide a letter of employment offer from the hiring department. The following page is provided for your use. It is a form letter from the employer that has been approved by the Social Security Administration**.**

Please note: The following letter must be printed on your WSU departmental letterhead, signed in blue ink, and the original given to the student. The student will need to contact the Office of International Education (OIE) by email for instructions on submitting their letter and I-94 arrival record – which can be printed from the Customs and Border Protection website https://i94.cbp.dhs.gov/I94/#/home If you have any questions regarding this letter or the procedure, please call the OIE, (316) 978-3232.

It is not necessary to print this page of instructions – enter information on the following page and print the letter on department letterhead.

To Whom It May Concern:

This is evidence of on-campus employment for: _____
(Name of F-1 Student – please print)

Student's myWSU ID number: _____

Name of Department _____
(Please print)

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

Proposed Start Date _____ Number of Hours per Week: _____

Employer contact information: WSU FEIN # 48-6029925
(Employer Identification Number [EIN])

_____
(Employer Telephone Number)

_____
(Signature of Student's Immediate Supervisor – SIGN IN INK)

_____
(Name of Student's Immediate Supervisor – please print)

Employer Signature (*SIGN IN INK):* _____

Employer's Name: _____
(Please print)

Employer's Title: _____

Date: _____

ATTENTION STUDENT: You must be enrolled full time (9 hrs graduate, 12 hrs undergraduate) or have authorization for a reduced course load before submitting this form to the Garvey International Center for a Social Security employment eligibility verification letter. If you are a graduate student, you may qualify for a Full Course Load Certification form, which can be found at https://www.wichita.edu/admissions/international/current_students/intl_educ_forms/forms_list.php