

S A M P L E

(MUST be on department letterhead)

The Texas Woman's University employer of an F-1 international student must place the attached letter (or a letter containing all the information below) on department letterhead and complete the letter. The signature must be original. It cannot be a stamp.

International Student & Scholar Services will verify the student's F-1 status and provide the student with a letter indicating all requirements to obtain a Social Security card have been met. The student will then take both letters to the Social Security Office, with all immigration documents.

Date

To Whom It May Concern:

This is evidence of on-campus employment for:

(Name – F-1 Student)

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

Start Date: _____ Number of Hours/Week: _____

Employer Contact Information:

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Title: _____