

Jones Hall 2nd floor rm. 200

International Student &amp; Scholar Services

Tel: 940.898.3338

Fax: 940.898.2048

**EMPLOYER'S LETTER**  
**F-1 EMPLOYMENT VERIFICATION**  
**USED TO OBTAIN A SOCIAL SECURITY NUMBER**

The Texas Woman's University employer of an F-1 international student must place the attached letter 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.

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**S A M P L E**

**(MUST be on department letterhead)**

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: \_\_\_\_\_