



International Student and Scholar Services
 University of San Francisco
 2130 Fulton Street, University Center, 5th Floor
 San Francisco, CA 94117

Tel: (415) 422-2654
 Website: <http://www.usfca.edu/iss>
 Email: iss@usfca.edu

Social Security On-Campus Employment Confirmation Letter F-1 Student

To U.S. Social Security Administration:

The following F-1 international student is in lawful non-immigrant status at the University of San Francisco. The student has been offered on-campus employment (see details below) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 214.2 (f)(9)(i).

NON-IMMIGRANT INFORMATION

TO BE COMPLETED BY HIRING SUPERVISOR (PLEASE PRINT CLEARLY)

Student Name	LAST	FIRST
Date of Birth	MONTH	DAY
		YEAR

EMPLOYER / EMPLOYMENT INFORMATION

Name and Location of On-Campus Hiring Dept.	NAME	
	LOCATION	
Employer ID Number (EIN)		
Employer Telephone Number	###-###-####	
Student's Position Title		
Date of Employment (Actual or Anticipated)	BEGIN (MM/DD/YYYY)	END (MM/DD/YYYY)
Hours per Week		
Position Description		

 Hiring Department / Supervisor – Signature & Date

 International Student Advisor / DSO – Signature & Date

 Hiring Department / Supervisor - Printed Name

 International Student Advisor / DSO - Printed Name
 Designated School Official, SFR214F00608000
 Tel: 415-422-2654

 Title of Supervisor

WORKING WHILE AWAITING AN SSN

An F-1 student may work while the Social Security Number (SSN) 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. For more information, visit online at <http://www.socialsecurity.gov/employer/hiring.htm>