



**UNIVERSITY OF
SAN FRANCISCO**

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 <i>DOE</i>	FIRST <i>JANE</i>	
Date of Birth	MONTH <i>01</i>	DAY <i>01</i>	YEAR <i>2000</i>

EMPLOYER / EMPLOYMENT INFORMATION

Name and Location of On-Campus Hiring Dept.	NAME <i>INTERNATIONAL STUDENT AND SCHOLAR SERVICES</i>		
	LOCATION <i>2130 FULTON ST., UC 5TH FLOOR, SF, CA 94117</i>		
Employer ID Number (EIN)	<i>94-1156628</i>		
Employer Telephone Number	###-###-#### <i>415-422-2654</i>		
Student's Position Title	<i>STUDENT ASSISTANT</i>		
Date of Employment (Actual or Anticipated)	BEGIN (MM/DD/YYYY)		END (MM/DD/YYYY)
	<i>01/03/2023</i>		<i>05/30/2023</i>
Hours per Week	<i>20 MAX</i>		
Position Description	<i>*ASSISTS W/ FRONT DESK OPERATIONS</i>		

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>