



International Student and Scholar Services  
University of San Francisco  
2130 Fulton Street, University Center 5<sup>th</sup> Floor  
San Francisco, CA 94117  
Tel: (415) 422-2654  
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## 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)

<b>Student Name</b>	LAST	FIRST	
<b>Date of Birth</b>	MONTH	DAY	YEAR

### EMPLOYER / EMPLOYMENT INFORMATION

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

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>

Updated: 1/15/2026