

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)
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>

Updated: 11/12/2025