

# Sample Social Security Letter

**SAMPLE** Departmental Letter to Social Security Administration from F-1 student's On Campus Employer (Verifying Employment). (Typed on official school or department letterhead, and containing the employer's original signature).

TO WHOM IT MAY CONCERN:

This is evidence of on campus employment for Ms./Mrs./Mr. (First Name\_Last Name) who is a full-time enrolled, F-1 international student at Colorado College as of (Date).

She/He/Ze is authorized to work for Colorado College in the (Department) as a/an (Job Title). Ms./Mrs./Mr. (Last Name) will be (job description).

Employment Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Please feel free to contact me at the number below should you have any questions regarding Ms./Mrs./Mr. (Last Name's) employment.

Employer Contact Information: Supervisor's Name: (\_\_\_\_\_)

Employer Identification Number: 84-0402510

Supervisor Telephone Number: (719) XXX-XXXX

Supervisor Signature: \_\_\_\_\_

Supervisor Title: (\_\_\_\_\_)

Date: (\_\_\_\_\_)

**Colorado College is in compliance with the child labor laws.**