

ON-CAMPUS EMPLOYER LETTER FOR SOCIAL SECURITY NUMBER APPLICATION

On-Campus Employment

An F-1 student requesting an SSN for on-campus employment must provide proof to the SSA that they have or have been offered an on-campus job or an SSN will not be assigned. The following documentation may be used as proof:

1. A recently issued pay statement from the F-1 student's on-campus employer. OR
2. A letter from the on-campus employer on the employer's letterhead with the following information (see attached fillable template):
 - Name of student employee
 - Nature of job the student is, or will be, engaged in such as wait staff, library aide, research assistant
 - Anticipated or actual employment start date
 - Number of hours per week the student is expected to work
 - Employer contact information including the telephone number and name of the
 - F-1 student's immediate supervisor
 - Employer Identification Number (EIN). DU's EIN is 84-0404231.
 - Original signature and signatory's title
 - Date

Please note: All documents must be originals. The SSA cannot accept photocopies or notarized copies of documents.

Working While Awaiting an SSN

An F-1 student may work while the Social Security number 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 <http://www.socialsecurity.gov/employer/hiring.htm>.

Employers are required to abide by Federal and State laws with respect to the payment of wages to employees who have completed the agreed-to amount of work. See the U.S. Department of Labor website that discusses the basic requirements of the Fair Labor Standards Act (FLSA) <https://www.dol.gov/agencies/whd/flsa/>.

Each state has its own payday requirements. A comprehensive list can be found on the Department of Labor's website at: <http://www.dol.gov/whd/state/payday.htm>. We strongly recommend that an employer and/or their payroll or HR departments check Federal and State labor laws and their own legal counsel before withholding wages from their employees. There is no provision in the Social Security Act (the Act) that requires employers to already have their prospective employees' SSNs prior to hiring them. Neither is there any provision in the Act that prohibits an employee from beginning work if he or she has not yet obtained an SSN.

Revised 10/20/2021

**Suggested language for letter to the Social Security Administration from F-1
Student's ON-CAMPUS EMPLOYER**

(Typed on official school or department letterhead containing employer's original signature)

To Whom It May Concern:

This is evidence of on-campus employment for

Student Name _____

Student Date of Birth _____

Hiring Department _____

Position _____

Employment Start Date _____

Number of Hours/Week _____

Employer Telephone Number _____

Employer Identification Number (EIN) 84-0404231
Change if DU is not the employer _____

Student's Immediate Supervisor _____

Employer Signature (Original) _____

Signatory's Title _____

Date _____