

**EMPLOYER LETTER TEMPLATE**

**INTERNATIONAL STUDENT SSN APPLICATION**

**Information for On-Campus Employers:**

* The student who is presenting this template is an international student in F-1 or J-1 visa status.
* The Social Security application requires a letter from the hiring supervisor. Please use the template provided below as guide and prepare an **original letter on a company letterhead (e.g. North Park University or Aramark).** The student will take your letter and other supporting documents to the Social Security Administration for processing.
* Questions? Email [international@northpark.edu](mailto:international@northpark.edu)

**LETTER TEMPLATE**

Date

To Whom It May Concern:

This is to confirm that **(name of the student)** will be employed at North Park University to perform the following duties:

**(Brief paragraph or list of duties)**

**(Name of student)** is expected to work **(# of hours)** per week, beginning on **(insert date – no more than 30 days in the future)**. The position is renewable based on performance.

The student's immediate supervisor, **(your name)**, can be reached at **(your phone # and email address)**.

The EIN of North Park University is 36-1557840

Sincerely,

**Your signature \*MUST be original ink signature – CANNOT be digitally signed or typed.**

**Your Name**

**Your Title**