

Social Security

Request for a Social Security Letter

Note to Employer:

The Social Security Administration requires F-1 or J-1 International students to show evidence of holding a job on-campus before their social security card application will be accepted at the local office. Each student must show a letter (on UWGB letterhead) signed their supervisor verifying the on-campus job and start-date. Please include your office and title in the letter. We have provided a sample letter below.

Please note that F-1 and J-1 students are allowed to work 20 hours per week during the school year and 40 hours per week during the breaks (includes spring break, winter interim and summer).

Sample Employment Letter

Date

To whom it may concern:

Name of student has been hired by **your office or department name** in the position of **title of position**. The position will start on **start date**. If you have any questions, please contact me at **your contact information**.

Sincerely,

Your signature (original in blue ink)

Your title

Your department

Students Please Read and Complete:

Once you have a completed employment letter from your employer, please come into the Office of International Education. You will need to get an employment letter and enrollment verification from the Office of International Education. Please fill in the below information. The Office of International Education staff will contact you once your letter is completed. Please allow at least two days for processing.

Please note that the Office of International Education cannot speed up social security processing. If you have questions regarding your social security card or application, you must contact the Social Security Administration directly.

Name: _____ UWGB ID _____
Family Name First

UWGB E-mail: _____ Phone _____

Gender: Male Female Visa Type: F-1 J-1 Employment Start Date ____/____/____
Month Day Year

Employer: _____ Supervisor: _____

Signature (To my knowledge, the information above is correct.)

Date