<u>SAMPLE EMPLOYER LETTER FOR SOCIAL SECURITY NUMBER APPLICATION</u>

International Student Services would like to inform you of changes that the Social Security Administration (SSA) has made in regards to assigning Social Security numbers and replacing Social Security cards, specifically for F-1 foreign students. In addition, we would like to ask your help in providing the necessary documentation to foreign students, and referring to SSA only those students who have a job on campus, have been offered jobs on campus or who are authorized for certain types of off-campus employment, as permitted under Department of Homeland Security (DHS) regulations.

The integrity of Social Security numbers is of great importance. Concerns about national security, along with the growing problem of identity theft, have caused SSA to accelerate efforts to protect the integrity of the Social Security number (SSN).

On-Campus Employment
An F-1 student requesting an SSN for on-campus employment must now prove he or she has (or has been offered) an on-campus job, and subsequently must show evidence of that employment **or an SSN will not be assigned**. The following documentation may be used as proof:

1. A recently issued pay slip or pay stub from the F-1 student's employer.

   OR

2. If the student does not have a pay slip or pay stub, the student must provide a letter from the employer on the employer's letterhead that provides employment verification, namely:
   - Identity of student employee
   - Nature of job the student is, or will be, engaged in
   - Anticipated or actual employment start date
   - Number of hours 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)
   - Original signature and signatory's title
   - Date

A sample letter is attached for your convenience on page 3.

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) http://www.dol.gov/elaws/esa/flsa/screen5.asp

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.

SAMPLE LETTER ON PAGE 3 BELOW *

* The employment must not have conditions. For example, the letter must not state that employment is conditional on receiving a Social Security Number. The Social Security Number is for tax purposes only, not employment eligibility or verification.

**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's Name).**

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

_____

Start Date: _____   Number of Hours/Week: _____

Employer contact information: _____
                                       Employer Identification Number (EIN)

                                       _____
                                       Employer Telephone Number

                                       _____
                                       Student's Immediate Supervisor

Employer Signature (Original):   _____

Signatory's Title: _____

Date: _____