

Template for Employer Letter (required for SSN Application)

To the Hiring Supervisor:

*The student who is presenting this template to you is an international student in F-1 or J-1 visa status; she or he must apply for a Social Security number in order to be paid for employment. Part of the student's Social Security application is a letter from the hiring supervisor. Please use the template below as a guide, but prepare an **original letter on 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.

Thank you for your cooperation!

The International Office



Date

To Whom It May Concern:

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

(Brief paragraph or list of duties)

(Name of student) was hired on **(date of hire)** and the student is expected to work **(number of hours)** per week.

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

The EIN of North Park University is 36-1557840.

Sincerely,

Your signature

Your Name

Your Title