VERIFICATION OF ON-CAMPUS EMPLOYMENT

To Whom It May Concern:

This is evidence of on-campus employment for:

(Name – F-1 Student)

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

_____________________________________________________________________

Start Date: __________________ Number of Hours/Week: __________

Employer contact information: 39-6005054 (Waukesha County Technical College)
(Employer Identification Number [EIN])

(Employer Telephone Number)

(Student’s Immediate Supervisor)

Employer Signature (Original):

Employer’s Title:

Date:

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 and is available online at http://www.socialsecurity.gov/employer/hiring.htm

It is important that students provide their SSN to Human Resources immediately upon receipt.