SAMPLE LETTER FROM THE ON-CAMPUS EMPLOYER

(The letter should be typed on official department letterhead and contain the employer's original signature)

Social Security Administration

To Whom It May Concern:

This is to verify that _____

Student's Name

has been offered on-campus employment (or is already working as a student assistant or a graduate assistant).

Nature of Student's Job: _____

Department of Employment: _____

Start Date:	Number of Hours/Week:
Employer's Contact Information:	<u>ID 34-6002924</u> Employer Identification Number (EIN)
	Employer's Telephone Number
	Student's Immediate Supervisor
Employer Signature (Original): Signatory's Title:	

Date: _____