



F-1 VISA HOLDER APPLYING FOR SSN – EMPLOYER SECTION

Note: If the employer is the Designated School Official, this letter must come from another department of the school, e.g., the department or payroll official that issues paychecks and/or is responsible for wage reporting.

To whom it may concern:

This is to certify that _____ has been offered: on-campus employment or is already working in general on-campus

Nature of the student's job (e.g., tutor, library assistant, research assistant, etc.):

Start Date: _____ Number of Hours/Week: _____

Employer Name: Lindsey Wilson University

Supervisor's Name and Title: _____

Supervisor's Telephone Number: _____

Employer Identification Number (EIN): _____

Employer Signature (**Original**): _____

Date: _____

Working while waiting for 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 on line at <http://www.socialsecurity.gov/employer/hiring.htm> See IRS guidance "Delays in Issuing SSNs to Aliens by the Social Security Administration" at <http://www.irs.gov/businesses/small/international/article/0,,id=129227,00.html>

Also, please refer to the U.S. Dept of Labor, or your state Dept of Labor, for laws regarding timely payment for work performed. See <http://dol.gov/elaws/esa/flsa/screen5.asp> and <http://www.dol.gov/esa/programs/whd/state/payday.htm>