

Exhibit 2

**Suggested Language for Letter to the Social Security Administration from F-1 Student's  
ON-CAMPUS EMPLOYER (Verifying Employment)**

(Typed or written on official school or department letterhead, and containing the employer's original signature)

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

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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:

\_\_\_\_\_  
(Employer Identification Number (EIN))

\_\_\_\_\_  
(Employer Telephone Number)

\_\_\_\_\_  
(Student's Immediate Supervisor)

Employer Signature (Original): \_\_\_\_\_

Signatory's Title \_\_\_\_\_

Date: \_\_\_\_\_

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**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>.