UNT INTERNATIONAL

UNT®

International Student and Scholar Services
• 940-565-2195 (phone) • 940-565-4145 (fax) • MARQ 110 • www.international.unt.edu/immigration

Employer Verification of F-1 Student Employment

In order to apply for a Social Security Number, an F-1 student must provide proof of employment to the Social Security Administration.

F-1 students need to show authorization to work if granted On-Campus Employment, Curricular Practical Training, Optional Practical Training, or Economic Hardship.

Students on Curricular Practical Training (CPT):
   If your first U.S. job is on CPT, you are not required to produce a job offer letter. An I-20 issued for CPT will
   serve as proof of employment eligibility.

Students on Optional Practical Training (OPT):
   If your first U.S. job is on OPT, you are not required to produce a job offer letter. An OPT I-20 and an OPT
   Employment Authorization Document (EAD) card will serve as proof of employment eligibility.

Students who work on-campus:
   If your first U.S. job is on-campus, you will need to show proof of employment. The procedure for on-campus
   employment verification is outlined below.

   1. **Secure an Authorized Student Employment Position**

   2. **Obtain an Employment Letter from the Department Where You will be Working**

       The UNT employer must complete the employer verification letter found below. This letter must be printed
       on the employer's letterhead. The employer must sign the letter. Signature stamps cannot be accepted.

   3. **Obtain a Work Authorization Letter from the International Student & Scholar Services Office (ISSS)**

       Bring the employer's letter to the International Student and Scholar Services office in MARQ110 to apply
       for a letter from the Designated School Official (International Advisor) to verify the employer's letter and
       the valid visa status. (Application form for the ISSS letter can be found at
       http://international.unt.edu/ISSS/social-security-letter-request.)

       ***Note: If you are a new student, your letter will not be processed until after the Census date. (You can
       find the Census date for your particular term listed in the Office of the Registrar's Registration Guides
       for each semester at http://registrar.unt.edu/registration-guides-by-semester.)**

   4. **Take the originals of both letters to the Social Security Administration office, along with your passport,
       visa, I-94 card, and I-20.**

**Please see our Social Security Card Guide at http://international.unt.edu/ISSS/social-security-card-guide
for more detailed information on the process.**

**(UNT Employer: Remember to print the letter below on <u>your</u>
department's letterhead!)**

Employer Verification of On-Campus Employment

To whom it may concern:

This is evidence of on-campus employment for:

Name of 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: