



International Student On-Campus Employer Letter
Supporting F-1 and J-1 Student Social Security Card Application

This letter should be completed by the hiring supervisor. The supervisor should return the letter directly to the student as it will be required to apply for the social security number.

To: New Haven Social Security Administration
150 Court St.
New Haven, CT 06510

1. STUDENT/SCHOLAR INFORMATION

This is evidence of on-campus employment for:

F-1/J-1 Student Name (as appears on passport)

Student's job (e.g., wait staff, cashier, library aide, research assistant, asst. teaching, etc.)

Anticipated Start Date	Estimated Number of Hours (per week) <small>(F-1/J-1 students must work <i>less than</i> 20 hours per week)</small>	Wage/Salary
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2. EMPLOYER CONTACT INFORMATION

Department Name

Supervisor Name and Title

Supervisor Telephone Number: _____

Supervisor Email Address: _____

Supervisor Signature (Original): _____

Quinnipiac University Employer Identification Number (EIN): 06-64670

Working While Awaiting an SSN:
An F-1 or J-1 student may work while the Social Security number application is being processed. For on-campus positions, students must submit all required paperwork to Student Employment and the confirmation receipt that they have applied for the SSN.