



**International Student Services  
Center for Global Engagement**  
Boca Raton Campus  
777 Glades Road, DP-49  
Boca Raton, FL 33431  
tel: 561.297.3049  
[www.fau.edu/international](http://www.fau.edu/international)

Social Security Administration  
621 NW 53rd Street, Suite 400  
Boca Raton, FL 33487

To Whom It May Concern:

This letter certifies that the F-1 / J-1 student named below is employed or has been offered employment at FAU. The FAU Employer Identification Number (EIN) is 65-0385507.

**Name of Student (full name as listed on passport):** \_\_\_\_\_

**Nature of Employment (provide brief description of duties):** \_\_\_\_\_

**Employment Start Date:** \_\_\_\_\_

**Number of Hours Worked per Week:** \_\_\_\_\_

**On-campus Employer (department/office):** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer Phone Number:** \_\_\_\_\_

**Student's Immediate Supervisor Name:** \_\_\_\_\_

**Employer/Supervisor Original Signature:** \_\_\_\_\_

**Signatory's Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Working While Waiting for the SSN**

An F-1 / J-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 <https://www.ssa.gov/employer/hiring.htm>

**Designated School Official's Original Signature:** \_\_\_\_\_

**Name of Designated School Official:** \_\_\_\_\_

**Signatory's Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_