

# SAMPLE EMPLOYER LETTER

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

Social Security Administration Office, State of Georgia

To whom it may concern:

**Employer's statement:** This is to certify that

\_\_\_\_\_  
(Name – F-1 Student)  
has been offered, or is already working in, general on-campus employment.

**Nature of student's job** (e.g., waiting tables, library assistant, research assistant, etc.):

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Employer contact information: 58-0566256 (Employer Identification Number (EIN))

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

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

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

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

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