



BROWN

**Office of International Student & Scholar Services**

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**Sample letter for international students applying for a  
Social Security Number**

*The following information is needed in form of a letter from the student's  
ON-CAMPUS EMPLOYER. (Verification of Employment)*

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

To whom it may concern:

This is evidence of on-campus employment for \_\_\_\_\_  
(Name – F-1 or J-1 student)

Nature of student's job (e.g. wait staff, library aide, research assistant, etc.):

\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

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

Employer contact information: \_\_\_\_\_

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

Employer Telephone Number: \_\_\_\_\_

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

Employer Signature and Title (Original) \_\_\_\_\_