

To Whom It May Concern:

This is evidence of on-campus employment for:

(Name of J-1 Student)

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

Start Date:

Number of Hours/Week:

Employer contact information:

UH Employer Identification Number (EIN): 74-600-1399W

Employer Telephone Number:

Student's Immediate Supervisor:

Employer Signature: _____

Signatory's Title:

Date:

Working While Awaiting an SSN

A 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 <http://www.socialsecurity.gov/employer/hiring.htm>.