



Employment Offer Letter for Social Security Number Application

To Whom It May Concern:

This is to certify that _____ has been offered and authorized to work, or is already working in, general on-campus employment

Student's Position Title: _____

Student's Duties:

Start date: _____ Number of Hours/Week: _____ Immigration Status: _____

Employer Contact Information:

Department/Office of Employment

Institution/Organization (e.g., Arizona State University)

EIN: XX-XXXXXXX

Telephone Number

Name of student's immediate supervisor

Employer Signature (Original – wet ink only)

DSO Signature (Original – wet ink only)

Signatory's/Employer's Title

DSO Printed Name

Date

DSO Telephone Number

Date