(Print on Emory department letterhead)

(Date)

To Social Security Administration:

**(Student name)**, a student at Emory University (**EIN: 58‐0566256**), has been offered the following on-campus employment to perform services for:

**Hiring department:**

**Position title:**

**Working hours per week:**

**Work Location (a full address including a zip code of where student will work):**

**Start date (must be within 30 day from student’s SSN application date):**

**End date (cannot be beyond your I-20 end date):**

**Wage: \_\_\_\_\_\_ per hour/month (circle one)**

Please contact me if you have any questions.

Sincerely,

**(Signature)**

Supervisor Name

Title/Department

Telephone Number/E-mail Address