

Employment Verification Letter for SSN Application

Instructions for supervisors — print only page 2 (the letter)

International students hired for on-campus jobs who do not yet have a Social Security Number need this letter for their SSN application. Fill in every field on page 2, sign it, and give it to the student. Before you issue it, please check the following:

- Student's name must match their passport exactly, character for character.
- Start date drives timing: SSA will not accept an application more than 30 days before the start date on this letter. If the start date is more than about 5 weeks away, tell the student when they can apply.
- Supervisor name and phone are required by SSA — list the person who directs the student's day-to-day work, with a phone number that will be answered. SSA may call.
- Job description: one plain sentence about the actual work. A job title alone does not satisfy SSA's requirements.
- Sign the letter — electronically in a PDF editor, or by hand after printing. Either is accepted by the Providence SSA office.

The student will also need a separate support letter from the Office of International Student & Scholar Affairs (ISSA), requested through Terra Dotta, plus the documents listed on the Social Security Checklist on the Student Employment website.

Questions about the letter: Student Employment. Questions about the student's immigration status or documents: ISSA.



Attention Social Security Administration:

This letter verifies that
has been offered part-time, on-campus employment at the Rhode Island School of
Design in Providence, Rhode Island.

The student will be employed as a _____
in the _____ where their duties will include:

The student is expected to work up to but not exceeding 20 hours per week during the
academic year, with an employment start date of _____

Employer: Rhode Island School of Design, Two College Street, Providence, RI 02903

Employer Identification Number (EIN): 05-0258956

Student's Supervisor:

Supervisor Telephone:

Supervisor Email:

Please contact me if you have any questions or need further information.

Sincerely,

Signature (electronic or handwritten)

Name:

Title:

Phone / Email: