



Month | Day | Year

Attention Social Security Administration:

This letter verifies that [Student Name] has been offered part-time employment at the Rhode Island School of Design in Providence, Rhode Island.

The student will be performing duties as a [Job Title].

This student is expected to work up to but not exceeding 20 hours per week and with a start date of [Month | Day | 2024].

RISD EIN Number: 05-0258956

Supervisor Name:

Email:

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

Sincerely yours,

Name

Title

FOR INTERNATIONAL STUDENT & SCHOLAR AFFAIRS USE ONLY

(F-1 students, please submit this letter via Terra Dotta. J-1 students, please email letter to issa@risd.edu)

When signed by a Designated School Official (P/DSO) or (Alternate) Responsible Officer ([A]RO), this section verifies that the student referenced in the job offer letter is an F-1 or J-1 student with an Active SEVIS record in good standing with the Rhode Island School of Design.

We request your assistance in issuing a Social Security Number to the individual that presents this signed letter with a copy of their Form I-20/DS-2019 and other identification documents.

P/DSO or (A)RO Name (Print)

P/DSO or (A)RO Signature

Date