



FLORIDA ATLANTIC UNIVERSITY

International Student Services Center for Global Engagement

Boca Raton Campus
777 Glades Road, DP-49
Boca Raton, FL 33431
tel: 561.297.3049
www.fau.edu/international

Social Security Administration
621 NW 53rd Street, Suite 400
Boca Raton, FL 33487

To Whom It May Concern:

This letter certifies that the F-1 / J-1 student named below is employed or has been offered employment at FAU. The FAU Employer Identification Number (EIN) is 65-0385507.

Name of Student (full name as listed on passport): _____

Nature of Employment (provide brief description of duties): _____

Employment Start Date: _____

Number of Hours Worked per Week: _____

On-campus Employer (department/office): _____

Employer Address: _____

Employer Phone Number: _____

Student's Immediate Supervisor Name: _____

Employer/Supervisor Original Signature: _____

Signatory's Title: _____ Date: _____

Working While Waiting for the SSN

An F-1 / 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 <https://www.ssa.gov/employer/hiring.htm>

Designated School Official's Original Signature: _____

Name of Designated School Official: _____

Signatory's Title: _____ Date: _____

Phone: _____ Email: _____