



International Student & Scholar Services

777 Glades Road
Boca Raton, FL 33431
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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: _____

Nature of Employment (describe briefly): _____

Employment Start Date: _____

Number of Hours per Week: _____

On-campus employer (department/office): _____

Employer Address: _____

Employer Phone Number: _____

Student's Immediate Supervisor: _____

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 <http://www.socialsecurity.gov/employer/hiring.htm>.

Designated School Official's Original Signature: _____	
Name of Designated School Official: _____	
Date: _____	Phone: (561) 297-3049
Email: iss@fau.edu	Fax: (561) 297-2446