

**California State University, Northridge
International and Exchange Student Center
Sample Letter from Hiring Department**

Students who need to apply for Social Security Numbers are required to obtain a letter from the employer/hiring department on campus and submit it to the IESC with a request for a second letter. The letter from IESC will verify the student's enrollment and immigration status as well as support their application for a SSN.

This is an example of the employer letter. It must be written on department letterhead.

Date

To Whom It May Concern:

This is evidence of on-campus employment for STUDENT'S NAME. He/She will be holding a JOB position within the DEPARTMENT/OFFICE, effective START DATE. He/She will be working approximately NUMBER OF HOURS per week.

Employer contact information is as follows:

Employer Identification Number (EIN): 95-4358677

Employer Telephone Number:

Immediate Supervisor:

Name

Employer's Signature

Signatory's Title