



Manager
Social Security Administration
Federal Building
200 North High Street
Columbus, OH 43215

Employment Verification Letter

Note: this form is only for F-1 and J-1 students. Wait at least two weeks from the date on your I-94 to apply and after the first week of classes if you are a new international student.

Section 1: To Be Completed by the Student’s Employer (Please Print)

Student’s Name as Stated in Passport: _____

Student’s University ID Number: _____

Place of Employment: _____

Employment Identification Number (EIN): _____

For Employers Other Than The Ohio State University

Employment Identification Number for The Ohio State University: 31-6025986

Nature of Student’s Job: _____

(Such as food preparer, library aide, research assistant, etc.)

Employment Start Date (mm/dd/yyyy): ____/____/____ Number of Hours Per Week: _____

As the student’s employer, I verify that the above stated employment information is accurate.

Printed Name and Title of Employer: _____

Office Phone: _____ Email: _____

Signature of Employer: _____ Date (mm/dd/yyyy): ____/____/____

Signature must be wet/ink

An F-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 is available online at ssa.gov/employer/hiring.htm.

Section 2: To Be Completed by the Office of International Affairs

I certify that the above-named student is enrolled as a full-time student at The Ohio State University.

Printed Name of Immigration Coordinator: _____

Signature: _____ Date (mm/dd/yyyy): ____/____/____