

According to Social Security Administration regulations, effective October 13, 2004, nonimmigrant students seeking a social security card to enable them to work on campus must provide a letter of employment offer from the hiring department. The following page is provided for your use. It is a form letter from the employer that has been approved by the Social Security Administration

The following letter must be printed on your WSU departmental letterhead, signed in blue ink, and the original given to the student. The student must bring the original letter and their I-94 arrival record which can be printed from the Customs and Border Protection website <https://i94.cbp.dhs.gov/i94/#/home> - to the Garvey International Center. If you have any questions regarding this letter or the procedure, please call the Office of International Education, (316) 978-3232. *It is not necessary to print this page of instructions – enter information on the following page and print the letter on department letterhead.*

To Whom It May Concern:

This is evidence of on-campus employment for:

_____ *(Name of F-1 Student – please print)*