Social Security Administration

 Newport News, VA 23606

To Whom it May Concern:

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of F-1 Student)

has been offered or is already working in general on-campus employment at William & Mary.

**Nature of student’s job** (e.g., tutor, research assistant, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Identification Number (EIN): 54-6001718

Employer Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Employer Telephone Number)

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 (Student’s Immediate Supervisor)

Employer Signature (Original): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatory’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note to Employer**:

1. Complete this form and return to the student. The Social Security Office requires applicants to submit documents with **original ink signatures**. Scanned copies or digital signatures are not accepted.
2. The student will scan this employment letter and upload it in iStart, to get a DSO letter.

Student instructions:

* Login to iStart (http://istart.wm.edu) using W&M ID and Password.
* Click on *F-1 Student Services* in the menu on the left side.
* Then, click on *F-1 Social Security Letter Request* and complete the form.
* The student will upload their employment letter and will be contacted when their DSO letter is ready to be picked up.
1. With this letter, the DSO letter, their passport, I-20, and I-94 printout (<https://i94.cbp.dhs.gov>), the student may apply for a Social Security Number at the Social Security Administration Office.
2. Social Security Numbers generally take about 3 weeks to arrive. Contact ISSP if longer. The student may begin work before the number is issued but won’t be paid until they provide the number.
3. Questions? Visit <http://tinyurl.com/wmssnprocess> or contact ISSP at globe@wm.edu