



WILLIAM & MARY

CHARTERED 1693

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)

(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 employer letters with **original ink signatures**.
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.
 - Select *International Office* in the left menu.
 - Select *F-1 Social Security Letter Request (DSO Letter)* 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.
3. 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.
4. Questions? Visit <http://tinyurl.com/wmssnprocess> or contact ISSP at globe@wm.edu