

Verification of F-1/J-1 Student On-Campus Employment

1. On-Campus Employer completes Section 1.
2. Student brings this letter and an unofficial MSU transcript to the Kearney Center for signature.
3. Student takes this signed form, SSA Application, and original documents to the Social Security Office.
4. Social Security gives you a letter of confirmation.
5. Student gives confirmation letter to Kearney Center and picks up new work permit forms to fill out from Kearney Center.

DATE: _____ STUDENT TECH ID: _____

TO: Social Security Administration

FROM: Minnesota State University, Mankato

SECTION 1: Employing Department Must Complete

This is evidence of on-campus employment for _____
International Student's Name—First, Middle, LAST (in CAPS)

Employing Department _____

Nature of Student's Job: Campus Assistant Para-professional Student Lead Other (list): _____

Start Date ____/____/____ Number of Hours/Week: _____

Employer Contact Information: _____ (MSU's EIN is: 41-168 7554)
Employer Identification Number – EIN

Employer's Phone _____

Name of Student's Immediate Supervisor Title

Supervisor's Name – Original Signature (no stamps) Date

Printed or Typed Name of Employer/Department

SECTION 2: Verification of Employment Offer – To be completed by Kearney Center Staff Only!

Kearney Center Representative – Original Signature (no stamps) Current Status of Student

Printed or Typed Name of Kearney Center Representative Date