To Whom It May Concern:

This is evidence of on-campus employment for:

(Name of J-1 Student)

**Nature of student’s job** (e.g., food services, library aide, research assistant, etc.):

- [ ]

Start Date:

- [ ]

Number of Hours/Week:

- [ ]

**Employer contact information:**

UH Employer Identification Number (EIN): 74-600-1399W

Employer Telephone Number:

- [ ]

Student’s Immediate Supervisor:

- [ ]

Employer Signature: _________________________________

Signatory’s Title:

- [ ]

Date:

- [ ]

**Working While Awaiting an SSN**

A J-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 contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm.