

[print on departmental/on-campus employer letterhead]

[DATE]

United States Social Security Administration
Birmingham District Office
1200 Rev. Abraham Woods Jr. Blvd. North
Birmingham, AL 35285

Re: On-Campus Employment Verification for [STUDENT NAME]

Dear Social Security Officer:

Please accept this letter as verification of on-campus employment for [STUDENT NAME]. He/She has been hired as a [JOB TITLE] in the [Department of _____, Recreation Center, Sodexo, etc. CHOOSE ONE] beginning [START DATE]. I hereby certify that he/she will work ___ hours per week and will not work more than 20 hours per week for us while classes are in session.

Our Federal Employer Identification Number (EIN) is ____-_____. I will be the student's immediate supervisor and can be reached by phone at _____ and by email at _____.

I will abide by all Department of Labor and Department of Homeland Security regulations concerning wages, hours, and working conditions and will remind this student of the 20-hour and 37.5-hour limitations on employment for F-1 international students. In the event that this job is this student's second or further assignment in Oracle, and I am thus aware that the student has multiple jobs across campus, I agree to notify Justin Lampley, UAB's Associate Director for International Student Services, at jlampley@uab.edu so that this student can receive appropriate guidance on maximum authorized on-campus employment.

Sincerely,

[ORIGINAL INK SIGNATURE]

Supervisor Name
Supervisor Role/Title