

Suggested language for letter from F-1 student's EMPLOYER (General Off-Campus Employment on CPT)

(Typed or written on official employer letterhead and must include the employer's original signature)

To whom it may concern:

This is to certify that _____

(Name – F-1 Student)

has been offered, or is already working in, general off-campus employment on Curricular Practical Training (CPT).

Student's job title (e.g., library assistant, research assistant, etc.):

Start Date: _____

Number of Hours/Week: _____

Employer contact information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____

Working While Awaiting an SSN

An F-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>. See IRS guidance "Delays in Issuing SSNs to Aliens by the Social Security Administration" at <http://www.irs.gov/businesses/small/international/article/0,,id=129227,00.html>.

Also, please refer to the U.S. Dept of Labor, or your state Dept of Labor, for laws regarding timely payment for work performed. See <http://www.dol.gov/elaws/esa/flsa/screen5.asp> and <http://www.dol.gov/esa/programs/whd/state/payday.htm>.