

EXAMPLE EMPLOYMENT LETTER

FOR INTERNATIONAL STUDENTS TO OBTAIN A SOCIAL SECURITY CARD

[TODAY'S DATE]

United States Social Security Administration
908 S. Carroll Rd.
Villa Rica, GA 30180
(866) 331-2318

This letter **MUST** be printed on department letterhead for the Social Security Administration to accept.

To US Social Security Administration Staff,

This letter is to certify that **[STUDENT'S FULL LEGAL NAME]** has been offered and accepted a position as **[STUDENT'S JOB TITLE]** at the University of West Georgia in the **[DEPARTMENT'S TITLE]** department/unit. The student will be working a maximum of **[NUMBER OF HOURS]** hours per week and is expected to begin work on **[ANTICIPATED START DATE]**.

For any further questions about the student's position, please contact their immediate supervisor, **[SUPERVISOR'S NAME]**, by phone **[SUPERVISOR'S PHONE NUMBER]**, or email **[SUPERVISOR'S EMAIL ADDRESS]**.

Sincerely,

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Department: _____

TO BE COMPLETED BY INTERNATIONAL STUDENT ADMISSIONS & PROGRAMS OFFICE

I confirm that the above named student is in good academic standing and is authorized to work for the above employer.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

International Student Admissions & Programs
University of West Georgia
(678) 839-4780

A fillable PDF of this document can be found on our website, or you can obtain a copy by emailing Brandy Rivera at brivera@westga.edu.