



International Enrollment & Services

To Whom It May Concern:

This is evidence of on-campus employment for:

(Name of F-1 Student)

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

Start Date:

Number of Hours/Week:

Name of Employment (i.e. FWS, RSWP, GA, Temp, etc.):

On-Campus Employer Contact Information

ETSU Employer Identification Number (EIN): 626021046

ETSU Department/Location:

Supervisor Name:

Supervisor Title:

Supervisor Signature:

Date:

International Enrollment & Services

Signature:

Date:

This form is not complete without a signature from International Enrollment & Services

Working While Waiting for Social Security Number

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. The 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>.