



**Idaho State University
International Programs Office**

Letter Requesting Social Security Number

To Whom It May Concern:

The following student is in lawful non-immigrant status at Idaho State University. She/he is eligible for employment under the following U.S. immigration regulation:

Non-immigrant's Information – Completed by Student

Student's Name	Family Name, Given Name, Middle Name
Date of Birth(mm/dd/yy)	
Non-Immigration Visa Category	

Regulatory Basis for Employment Authorization – Completed by IPO Advisor

F-1 On- Campus Employment, 8 CFR 214.2(f)(9)(i)

J-1 On- Campus Employment, 22 CFR 62.23 (g)

Identification of Employer- Completed by Hiring Department/Supervisor

Idaho State University, On- Campus Location	
Employment Identification Number (EIN)	
Employer Telephone Number	
Position Title	
Dates of Employment (Anticipated)	Begin: _____ End: _____
Hours Per Week	
Position Description:	

Original Signatures, Printed Names & Dates- Completed by Hiring Department & IPO Advisor

X _____
Hiring Department/Supervisor (Signature) Date

X _____
IPO Advisor Date

X _____
Hiring Dep./Supervisor Print

X _____
Designated School Official

Working While Awaiting an SSN: An F-1 or J-1 student may work while the SSN 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>.