



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*. 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>.