



August 29, 2016

Social Security Administration
77 W. Jackson Blvd.
Chicago, IL 60604

Dear SSA Officer:

Please issue a social security number to **Jane Doe** with Illinois Institute of Technology ID # A1234567.

This letter certifies that Jane Doe is a full-time F-1 or J-1 student attending Illinois Institute of Technology. The student has been offered employment in accordance with F-1 and J-1 federal regulations.

Name of Employer: University Department

Nature of Employment: Student Assistant

Job Description:

Writing, editing, creating content for social media, scheduling social media posts, and assisting staff with other duties as necessary.

Anticipated Employment Start Date: 01/15/2017

Number of Hours Expected to Work: 15 hours per week

EIN Number: 36-2170136

Immediate Supervisor: Test Name

Supervisor Phone Number: 312.567.3000

Sincerely,

The Illinois Tech Student Employment Office

STUDENT EMPLOYMENT OFFICE VERIFICATION

Illinois Tech Student Employment Office Staff Signature Date

Illinois Tech Student Employment Office Staff Name Phone Number
(please print)

INTERNATIONAL CENTER VERIFICATION

Illinois Tech International Center Staff Signature Date

Illinois Tech International Center Staff Name Phone Number
(please print)

P/DSO (Principal or Designated School Official)

A/RO (Alternate or Responsible Officer)