



UCI INTERNATIONAL CENTER  
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## SAMPLE LETTER OF EMPLOYMENT

All employees of the University, whether the appointment is *with salary* or *without salary*, must have a Social Security Number to be employed.

The Social Security Administration requires non-immigrant student employees to show proof of employment. Please provide non-immigrant student employee with a letter addressed to Social Security Administration (should be on department letterhead).

A Social Security card will not be given to the applicant immediately. Processing time is a minimum of 30-45 days; however, a receipt of application will be given. The non-immigrant student employee will need to present this receipt at the time he/she signs employment documents with the International Center.

Additional original documents required by the Social Security Administration are:

- Passport
- Visa Stamp
- I-94
- I-20
- Letter verifying visa status (request from International Center)
- Proof of full-time enrollment (request from the Registrar's Office)

F-1 students are eligible to work a maximum 20 hours on campus during the academic year, and a maximum 40 hours during the summer and winter breaks.

{Today's Date}

SOCIAL SECURITY ADMINISTRATION

To Whom It May Concern:

**RE: {LAST NAME OF NON-IMMIGRANT EMPLOYEE, FIRST NAME}**

Please allow this letter to serve as employment eligibility for the above mentioned individual. **{Name of Non-immigrant Employee}** will be employed with the **{Name of Department}**, at the University of California, Irvine, as a **{Non-immigrant Employee Title}**. Her/his employment is effective as of **{Start Date of Employment}**. **{Name of Non-immigrant Employee}** will need to have a Social Security Number in order to be employed at the University.

Your assistance in this matter is greatly appreciated.

Sincerely,

{Name of authorized staff}  
{Title of authorized staff}  
{Name of Department}

