



**International
Education Program**
college of san mateo

Dear Prospective Employer,

The Social Security Administration has informed our office that in order to issue a social security number to an international (F-1) student it will require a verification of the following:

1. Employer name and name of department or division;
2. Title and brief description of the job.

This information should be provided in writing to the International Education Program by the prospective employer. The International Education Program will then issue a letter by which the student may apply for a social security number.

Thank you for your attention.

Aubrey Kuan Roderick
International Education
Program Manager/PDSO

For your convenience please use this portion to provide the required information

Student's Name: _____ G # _____

Name of Organization Offering Employment: _____

Department or Division: _____

Job Title: _____

Brief Job Description: _____

Anticipated Duration of Job: _____ Hours Per Week: _____

Employer's Name: _____

Employer's Signature: _____ Date: _____

Employer's Phone Number or Email: _____