



# COE COLLEGE

OFFICE OF DIRECTOR OF INTERNATIONAL AFFAIRS

## On-Campus Employment Letter

Today's Date: \_\_\_\_\_

To Whom It May Concern:

This is to certify that \_\_\_\_\_ is an F-1 student attending Coe College in Cedar Rapids, Iowa.

The student is working in, or has been offered, general on-campus employment.

Office/department of on-campus employment: \_\_\_\_\_

Nature of employment: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

**Supervisor contact information:**

\_\_\_\_\_  
(Student's Immediate Supervisor Name)

\_\_\_\_\_  
(Supervisor phone)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Supervisor Signature)

**Designated School Official information:**

\_\_\_\_\_  
(DSO Name)

\_\_\_\_\_  
(DSO phone)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(DSO Signature)

**Notes for Student Employee and Student's Employer:  
Working While Awaiting an SSN**

*\* 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:*

*<http://www.socialsecurity.gov/employer/hiring.htm>.*