University of New Hampshire

Office of International Students and Scholars

Conant Hall
10 Library Way
Durham, NH 03824-3547

V: 603.862.1288
F: 603.862.0844
TTY: 7.7.7 (Relay NH)

Social Security Administration
215 Commerce Way, Ste 200
Portsmouth, NH 03820

To Whom It May Concern:

This letter certifies that the F-1 or J-1 student named below is employed or has been offered employment at UNH. The UNH Employer Identification Number (EIN) is 02-6000937.

**Name of Student:** _____

**Nature of Employment (describe briefly):**

**Employment Start Date:** _____

**Number of Hours per Week:** _____

**On-campus employer (department/office):** _____

**Employer Address:** _____

**Employer Phone Number:** _____

**Student's Immediate Supervisor:** _____

**Employer/Supervisor Original Signature:** _____

**Signatory's Title:** _____ **Date:** _____

**Working While Waiting for the SSN**

An F-1 or J-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.

**Designated School Official's Original Signature:** _____

**Name of Designated School Official:** _____

**Date:** _____ **Phone:** (603) 862-1288

**Email:** oiss@unh.edu **Fax:** (603) 862-0844