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Social Security Administration
80 Daniel Street
Portsmouth, NH 03820

To Whom It May Concern:

This letter certifies that the F-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: 20 _____

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 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