



# Linfield University

Dear Employer,

The Social Security Administration requires students with F-1/J-1 visas present proof of employment to the Social Security Officer when the student applies for a social security card.

Please include the following information to your student employee in a letter on department letterhead:

- Name of student
- Nature of student's job (eg. kitchen assistant, library aid, etc.)
- Start date
- Number of hours per week
- Employer contact information
- Employer Identification Number (EIN)
- Employer telephone number
- Student's immediate supervisor
- Employers signature (original)
- Signatory's Title
- Date

Should you have any questions please feel free to contact us. Thank you for assisting our students.

Sincerely,

Marie Schmidt  
Program Assistant  
(503)883-2222  
[mschmidt@linfield.edu](mailto:mschmidt@linfield.edu)

Deborah Herlocker-Freeman  
Assistant Director  
(503)883-2502  
[dherlocker@linfield.edu](mailto:dherlocker@linfield.edu)