



DATE: _____
 TO: Social Security Administration
 FROM: Minnesota State University, Mankato
 SUBJECT: Verification of F-1 or J-1 Student's Employment on Campus

1. On-Campus Employer completes Section 1.
2. Student brings this letter and an unofficial MSU transcript to the Kearney International Center for signature.
3. Student takes this signed form, SSA Application, and original documents to the Social Security Office.
4. Social Security gives you a letter of confirmation.
5. Student gives confirmation letter to Kearney International Center and picks up new work permit forms to fill out from Kearney International Center.

SECTION 1: Employing Department Must Complete

This is evidence of on-campus employment for _____
International Student's Name—First, Middle, LAST (in CAPS)

Employing Department _____

Nature of Student's Job: Wait Staff Library Aide Research Assistant Other (list): _____

Start Date ____/____/____ (MM/DD/YY) Number of Hours/Week: _____

Employer Contact Information: _____ (MSU's EIN is: 41-600 7162)
Employer Identification Number – EIN

Employer's Phone (____) _____

 Name of Student's Immediate Supervisor Title

 Supervisor's Name – Original Signature (no stamps) Date

 Printed or Typed Name of Employer/Department

SECTION 2: Verification of Employment Offer – To be completed by Kearney International Center Staff Only!

 Designated School Official – Original Signature (no stamps) Current Status of Student

 Printed or Typed Name of Designated School Official Date

Phone: **(507) 389-1281**

KEARNEY INTERNATIONAL CENTER
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