

Sample Employer SSN Letter

[*Print on employer letterhead.*]

[*Date*]

Social Security Administration
1834 West Cary Street
Richmond, VA 23220

RE: Application for a Social Security Number
Applicant: [*full name as it appears in the passport*]

Dear Sir or Madam:

I am the [*author's title*] in the Department of [*department name*] at Virginia Commonwealth University (VCU), Richmond, Virginia. The F-1 visa holder [*or J-1 visa holder*] named above has been offered employment in our department. Please allow [*him or her*] to apply for a Social Security Number.

Date employment will begin (or began)	
Job title	
Brief description of job duties	
Work site location	
How many hours/week the employee is expected to work (no more than 20 hours/week during the semester, no more than 40 hours/week during official university winter, spring, and summer breaks)	
VCU's Federal Employer Identification Number (FEIN) is	54-6001758
Applicant's VCU supervisor	

Thank you for your consideration of this matter.

Sincerely,

Author's signature in ink
Author's name
Author's title