
SAMPLE LETTER

NOTE: The Harvard University employer letter (verifying F-1 On-Campus employment) must be typed or written on official school letterhead and containing the employer's original signature in blue ink. The following is a sample letter

To Whom It May Concern
Social Security Administration

Date _____

We have offered on-campus employment to _____, an F-1 student attending Harvard University, as a _____ (e.g. wait staff, library aide, research, etc) not to exceed 20 hours per week. Start Date: _____

Employer's Identification Number (EIN)

Employer's Signature

Employer's Name, typed or printed

Employer's Telephone Number
