Social Security
Request for a Social Security Letter

Note to Employer:
The Social Security Administration requires F-1 or J-1 International students to show evidence of holding a job on-campus before their social security card application will be accepted at the local office. Each student must show a letter (on UWGB letterhead) signed their supervisor verifying the on-campus job and start-date. Please include your office and title in the letter. We have provided a sample letter below.

Please note that F-1 and J-1 students are allowed to work 20 hours per week during the school year and 40 hours per week during the breaks (includes spring break, winter interim and summer).

Sample Employment Letter

Date

To whom it may concern:

Name of student has been hired by your office or department name in the position of title of position. The position will start on start date. If you have any questions, please contact me at your contact information.

Sincerely,

Your signature (original in blue ink)
Your title
Your department

Students Please Read and Complete:

Once you have a completed employment letter from your employer, please come into the Office of International Education. You will need to get an employment letter and enrollment verification from the Office of International Education. Please fill in the below information. The Office of International Education staff will contact you once your letter is completed. Please allow at least two days for processing.

Please note that the Office of International Education cannot speed up social security processing. If you have questions regarding your social security card or application, you must contact the Social Security Administration directly.

Name: ______________________________________ UWGB ID ______________________

Family Name __________________________ First __________________________

UWGB E-mail: __________________________________ Phone ______________________

Gender: □ Male □ Female Visa Type: □ F-1 □ J-1 Employment Start Date __ /__ ___ /___

Month Day Year

Employer: __________________________________ Supervisor: ______________________

Signature (To my knowledge, the information above is correct.) ______________________

Date ______________

Office of International Education
CL 207, 2420 Nicolet Drive, Green Bay, WI 54311
(P) (920) 465-5164 (F) (920) 465-2949
OIE@uwgb.edu