FSU | CENTER FOR GLOBAL ENGAGEMENT

INSTRUCTIONS:
SSN Letter for On-Campus Employment

Please Note: Students MUST be in the U.S. to apply for an SSN at the Social Security Administration office (SSA).

Step 1: Completion of form (by employing department)

- Employing department completes all fields in the template SSN form letter on page 2 of this document.
- Employing department **prints page 2 on letterhead.**
    - Option 1: print page 2 on printed letterhead
    - Option 2: use the snip tool to take a screenshot of the completed SSN letter and paste the image onto electronic letterhead.
- Employing department gives completed SSN Letter to student **OR** department representative can upload the SSN Letter directly in Nole Start (https://istart.fsu.edu). Departments can submit this form in Nole Start even prior to the student's arrival in the US.

Step 2: Completed by student (to be completed only if NOT already uploaded in Nole Start by department)

- If your employing department has not already uploaded the SSN Letter in Nole Start, submit the SSN Letter to CGE (using one of the methods listed below):
    - New-to-FSU students include SSN Letter when completing the CGE Arrival Confirmation form in Nole Start (https://istart.fsu.edu). **OR**
    - New-to-FSU students who have already completed Arrival Confirmation can submit the SSN Letter in Nole Start (https://istart.fsu.edu) in the F-1 Student Services section. **OR**
    - Continuing students can submit the SSN Letter in Nole Start (https://istart.fsu.edu) in the F-1 Student Services section.

Step 3: Completed by CGE

- A CGE advisor will sign and return the SSN Letter to the student.

Final Step: Completed by Student

- Student takes signed SSN Letter to the Social Security Administration office along with other application documents. See the CGE SSN brochure for instructions.

To Whom It May Concern:

This is evidence of on-campus employment for:

Family Name: Given Name: Middle Name:

Student's job title and description of duties:

Start Date: Number of Hours/Week:

Employer Information:

Employer Identification Number (EIN):

Telephone Number:

Student's Immediate Supervisor:

Employer Signature (Original):

Title: Date:

For FSU Center for Global Engagement Use:

Endorsement by Designated School Official (DSO):

_____ is an F-1 student attending Florida State University. He/she is authorized to work on campus.

DSO:

☐ Haley Cardillo ☐ Diana Garner ☐

☐ Zuania Fernandez ☐ Tanya Schaad ☐

☐ Alexandra Cintron Jimenez ☐ Heather Jordan ☐

Center for Global Engagement
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Signature: Date: