



## 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:

Address:

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:

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**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:

- Betty Jensen       Lacey Moret       Rachel Garvey  
 Jared Tirone       Tanya Schaad

Center for Global Engagement  
Phone: 850-644-1702  
Email: [cge@fsu.edu](mailto:cge@fsu.edu)

Signature:

Date: