

F-1/J-1 Student Visa Holder Social Security Letter

Hampton University International Office

A. Section to be completed by student's employer/department

This letter serves to confirm that _____ is or will be employed on-campus with the _____ Department, in the position of _____, beginning on _____ for _____ hours a week. The student's job position is described as follows: _____

Supervisor Signature Print Name and Title Phone Date

I understand that international students (on F-1 or J-1 Visa) cannot work more than 20 hours a week while classes are in session. Students that work more than 20 hours per week, while classes are in session, will have their immigration record terminated and will be required to leave the U.S. *Hampton University policy limits work on campus to an average of 20 hours per week, while classes are in session.*

Supervisor Signature _____ Student Signature _____

B. Section to be completed by the Hampton University International Office

The Designated School Official/Responsible Officer (DSO/RO) certifies that the above named student is allowed to work on-campus a maximum of 20 hours per week during school sessions, and full-time during vacation periods and summer. Conditions to this employment are that the student must maintain valid F-1 or J-1 student status at Hampton University.

In order to verify their F-1 or J-1 visa status at Hampton University, the student should present their passport, I-94 record, and I-20 or DS-2019, in addition to this form.

I confirm that this Hampton University student is in good immigration standing and has been validated in SEVIS.

Designated School Official/Responsible Officer Date

Carolina Butler, Coordinator, Hampton University International Office

Ivana Marshall, Inbound Immigration Specialist, Hampton University International Office

IMPORTANT NOTE: After receiving the SSN, students **MUST** take their SSN card to the International Office (Armstrong-Slater Building), in order to update their I-9.

