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CENTER FOR INTERNATIONAL EDUCATION
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To the Social Security Administration;

This letter is evidence of on-campus employment for _____.
(Student Name)

EMPLOYER CERTIFICATION: (to be completed by the hiring department)

Employer: Sonoma State University Employer Identification Number (EIN): 94-6001347

Student's Job Title: _____ Duties: _____

Start Date:* _____ Hours/Week:** _____ Rate of Pay: _____

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____ Phone Number: _____

*Employment start date should not be more than 30 days in advance of program start date.
**No more than 20 hrs/wk when school is in session and no more than 40 hrs/wk during official breaks.

DSO/ARO CERTIFICATION: I hereby certify that the above-named student is in full-time F-1 / J-1 status and in good standing at Sonoma State University:

Name: _____ Signature: _____ Date: _____ Phone: _____

INSTRUCTIONS TO THE STUDENT: Bring this letter, along with your passport, F-1 / J-1 visa, most recent I-94 record (retrievable from i94.cbp.dhs.gov), and Form I-20/DS-2019 to the Social Security Office. The closest office is located at 2099 Range Avenue, Santa Rosa 95401 (Building A). You must have your SSN before you may receive wages for working on-campus, so be sure to apply as soon as possible after you receive an offer of employment, and bring the SSN application receipt to your employer as evidence.

INSTRUCTIONS TO THE EMPLOYER: An F-1 / J-1 student may start work while the SSN application is being processed. Employers may reference Social Security Administration's fact sheet, *Employer Responsibilities When Hiring Foreign Workers* (www.socialsecurity.gov/employer/hiring.htm) which contains information on how to report wages for an employee who has not yet received an SSN: