

Instructions to Hiring Department/On-Campus Employer: You must put the below information on the *letterhead* of the academic department, school, or on-campus entity where the student will be working. The letter should contain an original signature.

To: U.S. Social Security Administration
3511 Shannon Road, Suite 200
Durham, N.C. 27707

Date: _____

Name of student employee: _____

This memorandum confirms that the above-named student is currently working in an on-campus position or has been offered on-campus employment as indicated below:

Employing Department: _____

UNC-Chapel Hill Employer Identification Number (EIN): 56-6001393 or

Other on-campus Employer Identification Number (EIN): _____

Position title: _____

Description of employment: _____

Worksite location: _____

Employment start date: _____ **Employment end date:** _____

Number of hours per week: _____ **Rate of Pay:** _____

Employer contact information

Student's Immediate Supervisor: _____

Supervisor's Telephone Number: _____

Employer's Signature: _____

Signatory's Name and Title: _____