

Social Security Administration
1834 Cary Street
Richmond, VA 23220

RE: Application for Social Security Number

Applicant's Name:

To Whom It May Concern,

The F-1 visa holder named above has received an offer of employment from our department. Please allow them to apply for a Social Security Number.

Department		
Job Title		
Employment start date		
Supervisor's name		
Supervisor's telephone number and email address		
Brief description of job duties		
Work site location and address		
How many hours per week the employee is expected to work? <i>(Please note that F-1 students may work on campus up to 20 hours/week during the semester - and up to 40 hours/week during fall, winter, spring, and summer breaks.)</i>		
VCU's Federal Employer Identification Number (EIN)	54-6001758	

Thank you for your consideration of the matter.

Sincerely,