

To Whom It May Concern:

This is to certify that _____
(Name - F-1/J-1 Student)
has been offered an on-campus employment with

(Hiring Department at The Chicago School)

Nature of Student's Job:

Start Date: _____ **Number of Hours/Week:** _____
(Maximum 20 hours/week in Fall, Spring & Summer Semester)

Employer Contact Information:

(Employer Identification Number – EIN)

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Signatory's Title: _____

DSO Name: _____ DSO Signature: _____

Date: _____

Working while Awaiting an SSN

An F-1/J-1 student may work while the Social Security number application is processed.