

## Instructions to Departments

**Please read the following instructions PRIOR TO issuing an on-campus verification memorandum to the F-1 student.**

The Social Security Administration requires the UT Center for International Education (CIE) verify specific information pertaining to the student's on-campus employment before a student is eligible to apply for a social security number. An F-1 international student who has an on-campus job and needs to apply for a social security number must provide CIE with a departmental employment verification memo BEFORE they can apply for the social security number.

On the following page you will find a sample memorandum for departmental use.

You can fill in the appropriate information and print the document using Acrobat Reader.

This memo must be printed on official school or department letterhead.

This memo must contain the employer's original signature.

This memo MUST be submitted to the Center for International Education, 1620 Melrose Avenue, Campus 37996-3531

*Note: An F-1 student may **work no more than a total of 20 hours per week (including Graduate Assistantships) during Fall and/or Spring semester.** Full time work is allowed during Summer semester as long as the student is enrolled or plans to enroll for the following Fall semester. Full time work is also allowed during official school breaks.*

\_\_\_\_\_

Date

## Employment Verification Memorandum

To Whom It May Concern:

This memo serves as evidence of on-campus employment for \_\_\_\_\_  
who is an F-1 student at The University of Tennessee

The student's Job Description is

\_\_\_\_\_  
\_\_\_\_\_

His/Her anticipated or actual start date of employment \_\_\_\_\_ and the number of hours per  
week is \_\_\_\_\_

**Employer contact information:**

\_\_\_\_\_  
\_\_\_\_\_

Name of student's immediate supervisor \_\_\_\_\_

Employer's Name [Dean/Department Head/Director] \_\_\_\_\_

Employer's Signature \_\_\_\_\_

Signatory's Job Title \_\_\_\_\_

Employer's Telephone Number \_\_\_\_\_

Employer's Email \_\_\_\_\_