



EMPLOYMENT INFORMATION & SAMPLE LETTER

F-1 Student

- **SUBMIT** the below sample offer letter to your employer
- **OBTAIN** a completed employer offer letter to your DSO, (**on-campus employment or CPT only**)
- **PROVIDE** your DSO with the On-Campus Employment Request form to receive an SSN Letter.
- **SSN LETTER** will be prepared by a DSO, once employment eligibility has been verified.
- **BRING** the following documents to the SSN office.
 - Original I-20
 - Passport with printed I-94 and Visa
 - Original Social Security Letter from [Los Angeles Office- Social Security Administration](#)
 - Form SS-5 (Social Security Number Application)

Employers: Please note the following regarding F-1 Visa Students at LACC:

- All current students are eligible to work in the United States, under their F-1 student visa. You do not need to provide sponsorship for them to work.
- Under their F-1 visa status, F-1 students are permitted to work on campus. But no more than 20 hours per week.
- Under their F-1 visa status, F-1 students are permitted to work off campus so long as they have been approved to participate in either Curricular Practical Training, Pre-Optional Practical Training or, Post Optional Practical Training.
- LACC will provide their visa paperwork after you provide an Employer Offer Letter (please see sample below)

***Letter must be submitted on EMPLOYER letterhead. Wording should be similar to the following:**

Offer Letter Sample Format

To Whom It May Concern:

This is evidence of on-campus employment for **(Last Name)**, **(First Name)**. The nature of the student's job is **(describe student job)**. The student's start date is **(Month, Day, Year)**. The student will be working **(Number of hours per week)**.

The student's rate of pay is **(enter rate of pay)**

Employer Information

(Name of on-campus employer)

(Employer identification Number (EIN))

(Employer Telephone Number)

(Student's immediate Supervisor)

(Employer's original signature)

(Title)

(Date)