LEHIGH ON-CAMPUS EMPLOYER
(Verifying Employment)

Date: ____________________

To whom it may concern:

This is evidence of on-campus employment for: __________________________________________

(F-1/J-1 Student)

Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.):

__________________________________________________________________________________

Department/Office Name and Location:

__________________________________________________________________________________

Start Date: __________________  Number of Hours/Week: ___________

Employer contact information: 24-0795445 (Lehigh University EIN)

________________________________________
(Lehigh Employer Telephone Number)

________________________________________
(Name of Student’s Immediate Supervisor)

Employer Signature: _________________________________________

Signatory’s Title: _____________________________________________

Please note - Working While Awaiting for an SSN:
An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA’s fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm.