

**On-Campus Employment Verification Sample Job Offer Letter
for Social Security Card Application Purposes**

*[*Letter must be issued on original UC San Diego Department Letterhead]*

[Date]

To Whom it May Concern:

This is to verify that **[Student Name]** is/will be employed at the University of California, San Diego as a/an **[Title/Position or Nature of Employment]** in the Department of **[Department Name]** for **[Number of Hours]** per week. Employment began/Employment is expected to begin on **[Month/Day/Year]**.

Employer Contact Information:

Employer Identification Number (EIN): **[EIN's for UCSD campus: 95-6006144**]**

Employer Telephone Number: **[Telephone Number]**

Student's Immediate Supervisor: **[Supervisor Name]**

Sincerely,

[Employer Original Wet Signature]

[Signatory's Name and Title]