

* Sample letter of employment for students to use with the International Office when applying for work authorization and to apply for a Social Security Number.

* The typed letter should be on your specific SMU department letterhead (we just use ours below as an example) and include the information listed below. Some of the generic information is already provided for you to use, if applicable.

* If you have any questions, please call the International Office at 214-768-4475.



SMU | INTERNATIONAL
OFFICE

Date:

Name of Student:

Student ID:

Employer: Southern Methodist University

Employer Identification Number (EIN): 750800689

Department:

Supervisor:

Job Description:

Employment Start Date:

Number of Hours work/week:

Signature of Supervisor: