

Sample format: Hiring Department Letter for SSN requirement to be used for hourly student or graduate student employment

**Must be on letterhead and signed in blue ink.**

September 26, 2005     **(Must be dated within 30 days of SSN application)**

Social Security Office  
1121 Hudson Ave  
Manhattan, KS 66503

To whom it may concern:

This is to verify that \_\_\_\_\_ **(insert student's name)** \_\_\_\_\_, an international student enrolled at Kansas State University has been offered on campus employment in our department as a \_\_\_\_ **(insert hourly or graduate)** \_\_\_\_ student.

If further information is required please contact the undersigned at 785-532-XXXX.

Sincerely,

Frieda A. Beat, Manager     **(insert appropriate person)**  
Payroll & Employee Data