TODAY’S DATE

Social Security Administration  
 714 N. Iron Bridge Way, Suite 100  
 Spokane, WA 99202

To: Social Security Administration Official

STUDENT FULL NAME (as listed in passport) is a full-time F-1 visa student who is permitted to work on campus at Whitworth University. On-campus employment is limited to 20 hours per week while school is in session, and can be full-time, up to 40 hours per week, during official school break periods.  
  
STUDENT FULL NAME has been hired by Whitworth University to work for DEPARTMENT/OFFICE NAME in the position of POSITION TITLE with a start date of DATE.

Employment details  
NAME OF SUPERVISOR, SUPERVISOR’S TITLE  
NAME OF DEPARTMENT/OFFICE  
SUPERVISOR’S WHITWORTH PHONE NUMBER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature of Sodexo supervisor endorsing employment)*

[Whitworth University EIN#: 91-0473310]  
Thank you for your support with this student’s SSN application.

Regards,

**Nicholas McKinney**

**Designated School Official (DSO)**

Office of International Education | Whitworth University

300 W. Hawthorne Road | Spokane, WA 99251

nmckinney@whitworth.edu | 509.777.4596