

## Employer Letter Template Instructions

*(This page is for informational purposes only, and need not be printed with the employer letter.)*

### To Employers:

An employer letter is normally used by an international student who is in F-1 or J-1 student status at the University of Hawai'i at Mānoa (UHM) to apply for a Social Security Number (SSN) or a specific work authorization. The UHM International Student Services (ISS) Office has furnished a template (see second page) to use for your convenience. You may download this template onto your company stationery or draft your own letter, but it must include all the template items based on the guidelines below. Depending on the visa type, certain employment authorizations require specific information.

**Employer letters must be printed on company letterhead. Wet ink signatures are required if the student will use this letter for an SSN application. Please TYPE.**

### F-1 Students

- **On-Campus Employment** - This employment is specific to work that takes place on campus or at an off-campus location that is educationally affiliated with the school. Examples of on-campus employment include working at a university bookstore or cafeteria.
  - No written authorization from the school is necessary to begin employment as long as they are in active status.
  - All information must be included on the employer letter except the end date. For UH employers, the general EIN of the University of Hawaii is 996000354.
- **Curricular Practical Training (CPT)** – For F-1 students only, this is training that directly relates to a student's major and required by the program's curriculum.
  - Must have evidence of employment authorization from the UHM International Student Services (ISS) Office before work may begin.
  - All information must be included on the employer letter except the EIN.

### J-1 Students

- **Any Type of Employment**
  - Must have evidence of employment authorization from the UHM International Student Services (ISS) Office before work may begin.
  - All information must be included on the employer letter except the EIN.

To download this template, go to:

[ISS Website > Forms > Employment Letter Template & Instruction](https://www.hawaii.edu/issmanoa/?page_id=223)  
([https://www.hawaii.edu/issmanoa/?page\\_id=223](https://www.hawaii.edu/issmanoa/?page_id=223))

To Whom It May Concern:

This is to certify that the following individual has been offered employment as outlined below.

**Employment Information**

Family Name/Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Job Title/Description (e.g., graduate assistant): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Worksite Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This work is:      paid      unpaid

**Employer Contact Information**

Employer Identification Number (EIN): \_\_\_\_\_

Address (if different from worksite): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

**Employer Signature**

Authorized Signature (wet ink): \_\_\_\_\_ Date: \_\_\_\_\_

Signatory Name: \_\_\_\_\_

Signatory Title: \_\_\_\_\_