

SAMPLE SOCIAL SECURITY RECOMMENDATION LETTER FOR CPT/OPT EMPLOYMENT

ABOUT THIS SAMPLE LETTER

Students with off campus Curricular Practical Training or Optional Practical Training must obtain a Social Security recommendation letter directly from their employer. If needed, employers may use this Sample Social Security Letter as reference. Letters should be typed on official letterhead and include the supervisor's original signature.

(Date)

To Whom It May Concern:

This is to certify that **(Student's Full Name)**

has been offered, or is already engaged in, authorized off-campus employment. **(S/he)** will be working in the position of **(job/position)** at **(name of employer/company)**.

This position begins on **(start date)** and **(student's name)** will work **(number of hours)** weekly.

Employer contact information: **(Employer Identification Number, EIN)**

(Supervisor's Name)

(Supervisor's Telephone Number)

Sincerely,

(Supervisor's Original Signature)

(Supervisor's Title)