

SAMPLE LETTER FROM EMPLOYER



Department Name
(657) 000-1234/ (657) 000-1231

Date: _____

To Whom It May Concern:

This is to certify that (*Name of F-1/ J-1 student*) has been offered on-campus employment at California State University, Fullerton.

Student's Job Title: _____
Nature of Student's Job: _____

Start Date: _____
Number of Hours/Week: _____

Employer Contact Information: *see below for appropriate FEIN#
(Federal Employer Identification Number (FEIN))

Employer Telephone Number: (657) XXX-XXXX

Employer's Signature

Employer Signatory's Name and Title

Note: The use of the Federal Employer Identification Number (FEIN) on this form is solely to facilitate the application process for a Social Security Number (SSN) for the above named individual. It is not to be used for any other purposes without the prior approval of the California State University, Fullerton Tax Compliance Manager.

CALIFORNIA STATE UNIVERSITY, FULLERTON P.O. Box XXXX, Fullerton, CA 92834-XXXX
The California State University: Bakersfield / Chico / Dominguez Hills / Fresno / Fullerton / Hayward / Humboldt / Long Beach / Los Angeles / Maritime Academy/ Monterey Bay / Northridge / Pomona / Sacramento / San Bernardino / San Diego / San Francisco / San Jose / San Luis Obispo / San Marcos / Sonoma / Stanislaus

Note: If the student will be working for a **Cal State Fullerton department or college**, use FEIN#**33-0632102**.
If the student will be working for **CSU Fullerton Auxiliary Services Corporation**, use FEIN# **95-2081258**.
If the student will be working for **CSU Fullerton Associated Student Incorporated**, use FEIN# **95-6006691**.