To: Social Security Administration

Re: Social Security Card for _____

<div align="center">(Student's Name – Please Print)</div>

Date: _____

The above named student is enrolled in our International Students Program, and has been offered employment at Santa Barbara City College. The student needs a Social Security card with a notation of **"Valid for Work Only with DHS Approval"** so that the student can accept employment with the following campus office/program.

<u>Please enter name on the Social Security card as it appears on legal documents.</u>

<div align="center">* * * * PLEASE PRINT INFORMATION * * * * *</div>

Department offering job: _____

Student's Immediate Supervisor: _____

Supervisor's Phone Number: 805-965-0581 ext. _____ Other _____

Student's Job Title: _____

Student's Job Description: _____

_____

Desired Start Date: _____   Number of hours per week: _____

Supervisor's Signature: _____

<div align="center">* * * * * HR/LA Employer Contact Information * * * * *</div>

Employer's Identification Number (EIN): _____

Employer's Telephone Number: 805-965-0581 ext. _____

Employer's Signature (original): _____

Employer's Title: _____

Date: _____

<div align="center">

Thank you very much for your cooperation.
**Note: Please give student a receipt to verify issuance of
Social Security number for employment purposes.**

</div>

721 Cliff Drive • Santa Barbara, California 93109-2394 • Phone (805) 965-0581 • Fax (805) 965-0151

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