

**[Date]**

Social Security Office  
3511 North Pine Island Road  
Sunrise, Florida 33351

To whom it may concern:

**[Name]**, **[Student ID]** is currently enrolled in a full course of study for the **[Term and Year]** term at Nova Southeastern University.

**[First Name]** has been authorized by the Office of International Students and Scholars to work up to 20 hours per week on campus employed as a **[Job Title]** under the aegis of **[Supervisor]**, **[Phone]**.

The reference student has a valid I-20, which has been registered in the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS) and a signed Assistant Agreement that serves as a statement of employment.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

**[Original Signature]**

**[OISS Name and Title]**