**Note to hiring office, department, or program:** The content and format of the letter on the following page were established by the San Marcos Social Security Office. Please do not leave out any of the information required in the letter, and do not add information that is not required. Based on your letter, our office will generate a proof-of-enrollment letter for the student.

The student will take both letters to the San Marcos Social Security Office to apply for an SSN and be issued an application receipt. Note that these letters are not accepted at Social Security Offices outside of San Marcos. It may take a week or two for the SSN to be generated and the card mailed to the student. However, after presenting all hiring paperwork to the Payroll Office, including the *application receipt* provided by the Social Security Office, the student will be allowed to start work. The contact person in the Payroll Office is Sally Moss, [sm15@txstate.edu](mailto:sm15@txstate.edu) or 245-8310.

(Must be on Texas State University letterhead)

[Date]

Texas State University International Office:

The [office/department/program] of Texas State University, has hired international student, [name], for the position of [ ], beginning [exact date -- not just the semester]. The student’s immediate supervisor, [name], can be contacted by phone at [ ] or by email at [ ]. Please issue the student a letter to present to the Social Security Office to apply for a Social Security number.

Sincerely,

[supervisor or administrative staffperson]