**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 the department hiring letter, International Student and Scholar Services will generate a **Proof of Enrollment Letter** for the international student.

The student will take both letters to the San Marcos Social Security Office to apply for a Social Security Number (SSN) and be issued an application receipt. Note, these letters may not be accepted at Social Security Offices outside of San Marcos. It may take a week or more for the SSN to be generated and the Social Security Card mailed to the student.

However, after presenting all hiring paperwork to the Payroll and Tax Compliance Office, including the *application receipt* provided by the Social Security Office, the student will be allowed to start work.

(Must be on Texas State University letterhead)

[Date]

Texas State University – International Student and Scholar Services:

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]