



College of Business and Public Administration
Business Graduate Programs Office

August 21, 2015

Sample Letter

Social Security Administration

RE: Request for Social Security Number for **STUDENT'S NAME**

To Whom It May Concern:

This is to certify that **Student's Name** is an F-1 student attending California State University, San Bernardino. This student has been offered on-campus employment with the MBA Program Office, at CSU, San Bernardino. The nature of this employment will be Graduate Research Assistant. The starting date will be **Date and Year**. The salary for this position will be **\$X,XXX.XX for XXX hours of work**, and the student will work for a maximum of **10 hours per week for 12 weeks**. The student's supervisor will be **Professor XXXXX XXXXXXXX** with the **XXXXXXXXXXXXX Department**.

Student's Name would like to request a Social Security number. Please assist this student with this petition. If you should have any questions about this matter, please do not hesitate to contact this office. Thank you for your time and consideration on this matter.

Regards,

Angie S. Webb

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