



**University Controller (MC 0312)**

Virginia Tech  
North End Center, Suite 3300  
300 Turner Street NW  
Blacksburg, Virginia 24061  
P: (540) 231-6418 F: (540) 231-7221  
www.controller.vt.edu

Dear Social Security Representative:

This is evidence of **on-campus employment** for:

\_\_\_\_\_  
Student's last name

\_\_\_\_\_  
First name

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

\_\_\_\_\_

Start Date: \_\_\_\_\_

Number of Hours/Week: \_\_\_\_\_

Employer (department) contact information:

54-6001805  
Employer Identification Number (EIN)

\_\_\_\_\_  
Employer Telephone Number

\_\_\_\_\_  
Student's Immediate Supervisor

Employer Signature (Original): \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_