



University of North Carolina Wilmington  
Office of International Programs  
601 South College Road-Wilmington-NC-28403-5965  
910-962-3685 (phone)-910-962-4053 (fax)

## F-1 SSN Memo

**\*\*\*\*\* Part I – To be completed and signed by the UNCW hiring department/unit \*\*\*\*\***

To whom it may concern:

This is evidence of on-campus employment for: \_\_\_\_\_

Nature of student's job (*e.g., library aide, research assistant, etc.*): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Number of Hours/Week: \_\_\_\_\_

Employer contact information:

\_\_\_\_\_  
*Name of Student's Immediate Supervisor*

\_\_\_\_\_  
*Telephone Number of Student's Immediate Supervisor*

Signature of Employing Department Official \_\_\_\_\_

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

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

**\*\*\*\*\* Part II – To be completed and signed by Office of International Programs \*\*\*\*\***

Designated School Official (DSO): \_\_\_\_\_

DSO's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

DSO's telephone number: 910-962-3685