



**NORTHERN MICHIGAN
UNIVERSITY**

INTERNATIONAL PROGRAMS

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ipo@nmu.edu | nmu.edu/ipo

J-1 SOCIAL SECURITY NUMBER LETTER

THIS SECTION TO BE COMPLETED BY THE STUDENT:

Last Name:	First Name:
Date of Birth:	NMU IN:
Citizenship:	

THIS SECTION TO BE COMPLETED BY THE NMU EMPLOYER:

This letter serves to confirm that the student named above will be employed on campus with (Department or Unit on Campus) _____ in the position of _____. The student is expected to begin work on ____/____/____ and work _____ hours weekly.

Northern Michigan University's EIN number is 38-6029206.

Sincerely,

Immediate Supervisor Signature

Supervisor Name and Title (print)

Phone: _____

THIS SECTION TO BE COMPLETED BY THE IPO:

The Responsible Officer/Alternate Responsible Officer grants permission for this student to work on-campus a cumulative maximum of 20 hours per week when school is in session and full-time during vacation periods.

Conditions to this employment are that the student must have a social security number and maintain a valid J-1 student status at Northern Michigan University.

I confirm that this student is enrolled full-time at NMU.

RO/ARO Signature

Date

Diana Vreeland, Director of International Programs, RO
Lila Isleib, Coordinator of Study Abroad & Student Services, ARO
Erika Greeley, Coordinator of International Enrollment & Student Services, ARO