



Designated School Official (DSO) Letter

ATTN: Social Security Administration Representative
Thank you for your prompt attention to this application.

Step 1 – Employer Certification

Student, please bring this letter to your hiring department for them to complete Step 1.

This letter is to certify that _____, a full-time student, has been offered on-campus employment at Concordia College, Moorhead, Minnesota. S/he is eligible to work this on-campus position with all of its rights and privileges as an F-1 visa holding student.

Student has been offered employment in _____ (department name) at Concordia College, EIN 41-0693977. Student will start working on _____.

Student will work _____ hours per week.

Employer Name: Concordia College

EIN: 41-0693977

Employer telephone: 218-299- _____

Student's immediate supervisor: _____

Supervisor's signature: _____ Date: _____

Step 2 - DSO certification

Student, please bring this letter to Global Learning (International Community) to obtain DSO signature.

DSO Name: _____ Title: _____

DSO Signature: _____ Date: _____

DSO Telephone: 218-299- _____

Jesse Kiboko, *International Community Coordinator*, PDSO

Alicia Kauffman, *Director of Global Learning and International Enrollment*, DSO

Sara Johnson, *Assistant Director of Global Learning*, DSO

Step 3 – Bring this letter and your immigration documents to the local Social Security office

→ Federal Building (Room 320), 657 2nd Ave N, Fargo, ND 58102.

→ For hours check this website: <https://secure.ssa.gov/ICON/main.jsp>.