



On-Campus Employer Certification 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 to complete this letter.

This letter is to certify that _____ has been offered, or is already working, in general on-campus employment at Concordia College, Moorhead, Minnesota.

The student has been offered employment in _____ (department name) at Concordia College, EIN 41-0693977. Student will start working on this date: _____. Student will work _____ hours per week.

Employer Name: Concordia College

EIN: 41-0693977

Employer's department telephone: 218-299- _____

Student's immediate supervisor: _____

Supervisor's signature: _____ Date: _____

Make an Appointment at the local Social Security Office

Remember to bring your 2 letters (employer letter and your DSO letter) and all immigration documents.

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

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