

\_\_\_\_\_  
United States Social Security Administration  
908 S. Carroll Rd.  
Villa Rica, GA 30180  
(866) 331-2318



To US Social Security Administration Staff,

This letter is to certify that \_\_\_\_\_ has been offered and accepted a position as \_\_\_\_\_ at the University of West Georgia in the \_\_\_\_\_ department/unit. The student will be working a maximum of \_\_\_\_\_ hours per week and is expected to begin work on \_\_\_\_\_.

For any further questions about the student's position, please contact their immediate supervisor, \_\_\_\_\_, by phone \_\_\_\_\_, or email \_\_\_\_\_.

Sincerely,

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

**TO BE COMPLETED BY INTERNATIONAL STUDENT ADMISSIONS & PROGRAMS OFFICE**

*I confirm that the above named student is in good academic standing and is authorized to work for the above employer.*

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**International Student Admissions & Programs**  
University of West Georgia  
(678) 839-4780