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**Swarthmore College**

Swarthmore, Pennsylvania 19081

Office of the Dean (610) 328-8361

fax: (610) 328-8487

email:jgold12@swarthmore.edu.

**Directions For Sample Letter:**

**1.) Change the date**

**2.) Fill in your name and Citizenship where appropriate.**

**3.) Fill in your job and department where appropriate.**

**4.) Send to Jennifer Marks-Gold**

Month Day, Year

Social Security Office

Dear Social Security:

Please accept this letter, as a verification of the fact that a citizen of, is a regularly enrolled, full-time student at Swarthmore College in Swarthmore, Pennsylvania. They possess an F-1 (student) visa, which allows them to work part-time during the academic year on the Swarthmore College campus, and full-time on the campus during vacation periods.

They are currently employed as a \_\_\_\_\_\_\_\_\_\_\_\_in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your attention.

Sincerely yours,

Jennifer Gold

PDSO