Hiring an International Student at CLU

Guidelines from the International Student Services Office

1. The student may not work more than 20 hours per week while school is in session.
2. The student will need to apply for a social security card. This will require a letter from your office, on LETTERHEAD, stating the following:
   a. The student’s full name
   b. The start date for employment
   c. The number of hours per week
   d. The office or department employing the student
   e. The job title or duties
   f. Whether the job is for pay or for reduced tuition or scholarship
   g. The Employer EIN # (for Cal Lutheran it is, EIN # 95-2962604)
   h. The employers telephone number
   i. The name of the student’s immediate supervisor
   j. The signature of the supervisor or department head & title
3. After securing your letter, the student must secure a second letter from the International Student Services Office along with directions to the Social Security Office and guidance on the additional documentation required.

Sample Letter (on your letterhead)

September 1, 2015

To Whom it May Concern,

The Office of Good Will has hired Mike Smith as a student program assistant beginning on September 5, 2015. Mike will be filing and answering phones under my supervision, Karen Jones, Good Will Coordinator. Mike will be paid $9.25 per hour for 10 hours per week.

The employer ID number is 95-2962604. Should you have any questions regarding this employment, please call (805) 493-0000.

Sincerely,

Karen Jones
Good Will Coordinator