Date: (MM/DD/YYYY)

Social Security Administration Office - Worcester

51 Myrtle St,

Worcester, MA 01608

**RE: SSN Appointment Request**

To whom it may concern,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an international student at Nichols College. I have been employed by Nichols College for an on-campus position and for that I would like to request an appointment for an SSN application.

As a part of my SSN application, I am sending you copies of all original required documents. I am unable to mail-in the originals since immigration rules always require us to have our original immigration documents with us.

I will present the original documents at the time of the appointment.

Documents I am including in the packet:

1. SSN Application form

2. Employment Offer letter from WPI

3. Passport copy

4. Visa copy.

5. Copy of my most recent I94

6. Copy of my I-20

Please feel free to contact me at (telephone number):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions.

Thank you for your time.

Sincerely,

(sign)