Suggested Language For Letter From On-Campus Employer

(Typed or written on official school or department letterhead, and containing the employer’s original signature)

To whom it may concern:

This is to certify that: ________________________________

(Name-F-1 student)

has been offered, or is already working in, general on-campus employment.

Nature of student’s job (e.g., waiting tables, library assistant, research assistant, etc.):

__________________________________________________________

Start Date:_____________________ Number of Hours/Week:____________________

Employer contact information:

__________________________________________________________

(Employer Identification Number (EIN))

__________________________________________________________

(Employer Telephone Number)

__________________________________________________________

(Student’s Immediate Supervisor)

Employer Signature (Original):

__________________________________________________________

Signatory’s Title:

__________________________________________________________

Date:  ________________________________