

## 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: \_\_\_\_\_