

(please print on Department's Letterhead)

To Whom It May Concern:

This letter certifies that _____
Student's Legal Name

has been offered on-campus employment with _____
Name of the Department/Office

has been offered an off-campus internship (CPT) with _____
Name of the Company

This employment has been accepted by his student. The details of the student's on-campus employment are as followed:

Student's Job Title: _____

Nature of Student's Job/Internship: _____

Start Date: _____

Number of Hours per Week: _____

Employer's Contact Information: _____
Employer's Identification Number [EIN]

Employer's Telephone Number

Student's Immediate Supervisor (Name and Title)

Sincerely,

Employer's Signature: _____	Date: ____/____/____
Signatory's Title: _____	

*** Working While Awaiting an SSN**

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <https://www.ssa.gov/employer/hiring.htm>.