

Sample Job Offer Letter

Acme Company, Inc.

123 Easy Street, Lafayette, LA 70504
(Tel) (000) 000-0000 (Fax) (000) 000-0000

(Date)

To Whom It May Concern:

This is evidence of on-campus employment for _____
(Name of F-1 student)

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start date: _____ Number of Hours/Week: _____

Employer contact information:

72-6000820
(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer's Signature (Original):

Signatory's Title

Date: _____

****All information listed above is required by the Social Security Administration. The letter must be on original departmental letterhead and have an original signature.**