[PLEASE PRINT THIS LETTER ON HIRING DEPARTMENT LETTERHEAD!]

To Whom It May Concern:

This is evidence of on-campus employment for _____.

(Name of F-1 or J-1 student)

Nature of student work (e.g. wait staff, library aid, cashier, research assistant)

_____

Start date _____ Number of hours per week _____

Employer Identification Number (EIN) _____ 35- 0868188 _____

Student's Immediate Supervisor _____

Supervisor's Phone Number _____

Employer's Signature (Original) _____

Signatory's Title _____

Date _____