|  |
| --- |
| **THIS IS A SAMPLE LETTER ONLY**  **Download this template at** [**http://oip.sfsu.edu/ssn**](http://oip.sfsu.edu/ssn)  **Suggested language for an F-1 or J-1 student’s ON-CAMPUS EMPLOYER OFFER LETTER (Verifying Employment)**  **(Letter must be typed on official school or department letterhead stationary and must contain the employer’s original signature)** |

Date

To Whom It May Concern:

This is evidence of on-campus employment for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name of F-1 or J-1 Student)**

**Nature of Student’s Job** (i.e. student assistant, wait staff, library aide, research assistant, cashier, etc.):

**Start Date:** **End Date:** **Number of Hours/Week:**

**Pay per hour (USD):**

**Employer Contact Information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Employer Identification Number – EIN)**

\*\*Attention: San Francisco State University EIN is **93-1137247**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Employer Telephone Number)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Student’s Immediate Supervisor)**

**Employer’s Signature (Original):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatory’s Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_