



F-1 On-Campus Employer Letter

To Be Completed By the Immediate Supervisor at Place of Employment

Student Information (Student may fill out this top portion before providing it to the hiring manager)

Student's full name **as it appears on passport**:

First / Given Middle (if any) Last / Surname

Date of Birth: (mm/dd/yyyy): ____/____/____ CU ID #: _____

SEVIS ID number (on I-20 beginning with N): N_____

On-Campus Employment Information (Must be filled out by Hiring Manager)

Campus Employer (full name of department or office, no abbreviations):

EIN: 13-5562985 Employer telephone number: _____

Start date: (mm/dd/yyyy) ____/____/____ Hours/week: _____ Pay / hour: _____

Position title (e.g. teaching assistant, library assistant): _____

Position description (brief): _____

Supervisor's name: _____

Supervisor's full title (no abbreviations): _____

☒ I attest that all employment information on this form is complete and accurate.

Supervisor Signature (blue ink signature only): _____

Date (mm/dd/yyyy): ____/____/____

Per 8CFR 214.2(f)(9)(i), students in F-1 status are permitted on-campus employment up to 20 hours per week while classes are in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent term.