

**To Be Completed On Department Letterhead By the Immediate Supervisor at Place of Employment**

## **F-1 On-Campus Employer Letter**

*\*This form must be printed on hiring department's letterhead, and include an original signature in blue ink.*

**\*\* SSA will not accept this form if anything is crossed out or white-out is used.**

### **Student Information**

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**

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 (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.