

Sample Offer Letter from USD Employer

(Student: Please give this page to your hiring manager)

Dear USD Employer,

Below is a template that you can follow when writing an employment offer letter for the international student you have recently hired. Please ensure that the letter is printed on department letterhead. The student will need the original letter, not a copy, in order to apply for their Social Security number.

Additional information is as follows:

- Students *are* eligible to work while they are waiting for their Social Security card once they have applied.
- Students are allowed to work a maximum of 20 hours/week during the academic year. There is no minimum requirement. Full time is only permitted during Summer and Intersession breaks.
- Please use the Employer Identification Number (EIN) noted in the sample below.

If you have any questions about this or any other matter, please contact the International Center at 619-260-4598.

To Whom It May Concern:

This is evidence of on-campus employment for (student name) .

The nature of his/her job is _____

_____.

Start date: _____ Number of hours/week: _____

Employer contact information

Employer Identification Number: 95-2544535

Employer Telephone Number: _____

Student's Immediate Supervisor: _____

Employer Signature: _____

Signatory's Title: _____

Date: _____