

# Sample On-Campus Employment Offer Letter (J-1)

**SAMPLE** Departmental Letter to Social Security Administration from J-1 student's On Campus Employer (Verifying Employment). (Typed or written on official school or department letterhead, and containing the employer's original signature).

Note: If the employer is the Designated School Official, this letter must come from another department of the school, e.g., the department or payroll official that issues paychecks and/or is responsible for wage reporting.

TO WHOM IT MAY CONCERN:

This is evidence of on campus employment for Ms./Mrs./Mr. (First Name\_Last Name) who is a full-time enrolled, J-1 international student at Colorado College as of (Date).

She/He/Ze is authorized to work for Colorado College in the (Department) as a/an (Job Title). Ms./Mrs./Mr. (Last Name) will be (job description).

Employment Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Please feel free to contact me at the number below should you have any questions regarding Ms./Mrs./Mr. (Last Name's) employment.

Employer Contact Information: Supervisor's Name: (\_\_\_\_\_)

Supervisor Telephone Number: (719) XXX-XXXX

Employer Signature: \_\_\_\_\_

Employer Title: (\_\_\_\_\_)

Date: (\_\_\_\_\_)