



EXAMPLE LETTER FROM EMPLOYER

Note to Campus Employers:

A letter in this format must be printed on the department's LETTERHEAD STATIONARY to comply with Social Security Administration Requirements.

Date:

To Whom It May Concern:

This is evidence of on-campus employment for **(name must match student's passport)**

For the position of **(nature of student's job, e.g. wait staff, library aide, research assistant, etc.)**

Start date of employment _____ **(should be a date in the future)**

End date of employment _____ **(should be a date in the future)**

Number of hours per week _____ **(should not exceed 20 hours/week)**

Employer Contact Information:

Colorado State University (ID 84-6000545)

Department / Employer _____

Employer Address _____

Telephone _____

Student's Immediate Supervisor

Employer's Signature

Title _____