



INTERNATIONAL PROGRAMS
COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA
(970) 491-5917
International.colostate.edu

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 _____