



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

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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)**

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

Employer Contact Information:

Colorado State University (ID 84-6000545)

Department /Employer _____

Telephone _____

Student's immediate supervisor _____

Employer's signature _____

Title _____