## Sample On-Campus Job Offer Letter

## from College of Central Florida On-Campus Employer to F-1 Student

\*\*All information listed below is required by the Social Security Administration. The letter must be on official letterhead and have an original signature.

(Date)

To: U.S. Social Security Administration,

<u>(Student's Legal Name)</u> has been offered on-campus employment with <u>(Department Name)</u> at the College of Central Florida. The student has been offered the position of \_\_\_\_\_\_ and their duties include \_\_\_\_\_\_

\_\_\_\_\_. The position is for \_\_\_\_\_ hours per week, beginning on (MM/DD/YY) and ending on (MM/DD/YY).

Student's Immediate Supervisor Contact Information

(Original Signature)

Name: Title: Department: Telephone Number: