

## EMPLOYMENT INFORMATION & SAMPLE LETTER

### F-1 Student

- **SUBMIT** the below sample offer letter to your employer.
- **RETURN** a completed employer offer letter to your DSO, (on-campus employment or CPT only)
- **SSN LETTER** will be prepared by a DSO, once employment eligibility has been verified.
- **BRING** the following documents to the SSN office.
  - Original I-20
  - Passport with printed I-94 and Visa
  - Employment Letter from Employer (F-1)
  - Original Social Security Letter from Center for Creative Professions
  - Form SS-5 (Social Security Number Application)

### Employers: Please note the following regarding F-1 Visa Students at Mt. SAC:

- All current students are eligible to work in the United States, under their F-1 student visa status. You do not need to provide sponsorship for them to work.
- Under their F-1 visa status, F-1 students are permitted to work on campus. But no more than 19 hours per week.
- Under their F-1 visa status, F-1 students are permitted to work off campus so long as they have been approved to participate in either Curricular Practical Training, Pre-Optional Practical Training or, Post Optional Practical Training.
- Mt. SAC will provide their visa paperwork after you provide an Employer Offer Letter (please see sample below)

**\*Letter must be submitted on EMPLOYER letterhead. Wording should be similar to the following:**

### Offer Letter Sample Format

To Whom It May Concern:

This is evidence of on-campus employment for **(Last Name), (First Name)**. The nature of the student's job is **(describe student job)**. The student's start date is **(Month, Day, Year)**. The student will be working **(Number of hours per week)**. The student's rate of pay is **(enter rate of pay)**

### **Employer Information:**

*(Name of on-campus employer)*

*(Employer Identification Number (EIN))*

*(Employer Telephone Number)*

*(Student's Immediate Supervisor)*

***(Employer's original signature)***

***(Title)***

***(Date)***