

OFFER LETTER

(must be printed on the official company letterhead)

To: International Student Services

RE: Job offer details for _____
Student's Last Name Student's First Name

Job title: _____

Detailed job description: _____

Start date _____ End date (per semester end date) _____
(Month, day, year) (Month, day, year)

Number of hours to be worked per week: _____

Is this position paid or unpaid: _____

Name of supervisor student will be reporting to: _____

Last name First name

Title

Email

Phone number

Company full address: _____

Physical Location where the student will work: (cannot be PO Box)

(The job location must be within a 100-mile radius of UB during the Spring and Fall semesters; There is no distance restriction during the summer/winter annual break. Please note that your summer/winter CPT will not be extended to the Fall or Spring semester if the job location is beyond 100 miles).

Employer/HR name (please print): _____

Signature Date