

**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)

Dear CF International Student Services,

(Student's Legal Name) has been offered on-campus employment with (Department Name) 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: