SSA Requirements for On-Campus Employment Offer Letter

The on-campus job offer letter must be printed on department letterhead and include the following information:

- Name of student (as listed on passport)
- Description of the employment/ nature of the job
- Anticipated or actual start date (no more than 30 days into the future)
- Number of hours/ week student is expected to work
- Name of employing CU Boulder department/ school

- Employer Identification Number (EIN)
- Name of student's immediate supervisor
- Employer's telephone number
- Original ink signature with date (not DocuSign)
- Signatory's title

Sample Offer Letter Template (CU Boulder is the employer)

* **SCHOOL / DEPARTMENT LETTERHEAD** * **SCHOOL / DEPARTMENT LETTERHEAD** *

This letter certifies that _____ has been hired for the following on-campus job:

(F-1/ J-1 student name as listed on passport)

_____.

Description of the Employment/ Nature of the Job
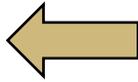
Anticipated/Actual Employment Start Date: _____ ← The employment start date cannot be more than 30 days in the future at the time of the SSN

The student is expected to work _____ hours a week.

- On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

On-Campus Employer Department Name: _____

Employer Identification Number (EIN): ____CU EIN = 84-6000-555____

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

Sample Offer Letter (Commercial firm located on CU Boulder campus providing services for students)

* **EMPLOYER LETTERHEAD** * **EMPLOYER LETTERHEAD** *

This letter certifies that _____ has been hired for the following job on the University

(F-1/ J-1 student name as listed on passport)

of Colorado Boulder campus: _____.

Description of the Employment/ Nature of the Job
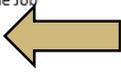
Anticipated/Actual Employment Start Date: _____ ← The employment start date cannot be more than 30 days in the future at the time of the SSN application

The student is expected to work _____ hours a week.

- On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

_____ is a commercial firm, located on the University of Colorado Boulder that

(Name of on-campus employer)

provides services for students.

Employer Identification Number (EIN): _____

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

International Student & Scholar Services | Center for Community, S355 | Boulder, Colorado 80309-0123
Phone 303.492.8057 | Fax 303.492.5185 | ISSS@colorado.edu

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