

**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,

(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: