To whom it may concern:

This is to certify that

(**Name as it appears on passport – F-1 Student**)

has been offered, or is already working in general on-campus employment with

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a

(**USC Hiring Department)**

**Student’s job title and description of student’s job** (e.g., waiting tables, library assistant, research assistant, etc.):

For $\_\_\_\_\_\_\_\_/hr. Start Date: \_\_\_\_\_\_\_ Number of Hours/Week:

Employer contact information:

(**Employer Identification Number (EIN)**)

(**Immediate supervisor information must include name and title**)

(**Immediate supervisor telephone number**)

Employer Signature (Wet original):

Signatory’s Title:

Date: