

DIVISION OF BUSINESS AND ADMINISTRATION  
DEPARTMENT OF HUMAN RESOURCES

P.O. Box 7001  
Longview, TX 75607-7001  
903-233-4170  
FAX 903-233-4101

Date: \_\_\_\_\_

To Whom It May Concern:

REGARDING (F-1 Student): \_\_\_\_\_

This is evidence of on-campus employment for the above-named student, who is attending LeTourneau University. This student has been offered on-campus employment as follows:

Employer (department) \_\_\_\_\_

Starting date \_\_\_\_\_ Number of hours per week \_\_\_\_\_

Job title \_\_\_\_\_

Description of job duties \_\_\_\_\_

Employer contact information:

EIN: 75:1081109

Student's immediate supervisor \_\_\_\_\_

Supervisor's phone number \_\_\_\_\_

Dean/Staff Director's signature \_\_\_\_\_

Title \_\_\_\_\_

Date signed \_\_\_\_\_

Designated School Official's signature \_\_\_\_\_

Printed DSO's name: \_\_\_\_\_

Phone number \_\_\_\_\_

Date signed \_\_\_\_\_