

Date \_\_\_\_\_

This is evidence of on-campus employment for \_\_\_\_\_  
(Name of F-1/J-1\* student)

Nature of student's job responsibilities: \_\_\_\_\_  
(cashier, receptionist, office assistant, etc.)

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

**Employer Contact Information:**

\_\_\_\_\_  
386005986  
(Employer Identification Number)  
\_\_\_\_\_  
734-  
(Employer Telephone Number)

**By completing and signing this employment verification document, I understand that:**

- 1.) This student may work up to, but no more than, 20 hours/week while school is in session and 29 hours/week during school break. To determine whether a week is in session or on school break, please contact Career Services at (734) 487-0400.
- 2.) This student may only work on campus.

\_\_\_\_\_  
(Name and Title of Student's Immediate Supervisor)

\_\_\_\_\_  
(Immediate Supervisor Signature, no stamps)

**\* J-1 students must have on-campus work authorization in their SEVIS record.**

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**(Please do not write below this line. This section is for Office of International Students' use only.)**

\_\_\_\_\_  
**Designated School Official— Office of International Students Representative**

\_\_\_\_\_  
**Typed or printed name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone Number**

<input type="checkbox"/> Add work authorization in SEVIS- for J students only  Date: _____
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