

**DIVISION OF BUSINESS AND ADMINISTRATION  
DEPARTMENT OF HUMAN RESOURCES**

P.O. Box 7001  
Longview, TX 75607-7001  
PHONE 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): \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description of Job Duties:

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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: \_\_\_\_\_