

Official Letter Template for UTC Departments Hiring International Students

Please print on your department letter head and provide an original signature.

Date

To Whom It May Concern:

This is to certify that **[student name]** has been offered, or is already working in, general on-campus employment as a **[detailed description of job title and duties]** to begin **[actual date of employment in MM/DD/YY format]**, for **[number]** hours per week in the **[department name]**.

Employer contact information:

UTC EIN: 62-600-1636

Employer Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____