[Print on department letterhead]

[Date]

Employment offer for [Student name] [Student PID]

Dear [Student name],

The [Department Name] offers you the following employment.

Position title:

Employment start date: [start date of employment]

Employment end date: [end date of employment]

Hours of work per week:

Sincerely,

[Your Name]

[Your Title]

*This letter serves as the ‘offer letter’ for students with a J-1 visa who need to submit proof of employment to support their request for work authorization.*

*Ohio University Students: This departmental letter does not authorize you to work on campus. You must upload this letter in the On Campus Work Authorization Request eform in your iCats account to receive authorization.*

*Students not sponsored by Ohio University: Please email a copy of this letter to your program sponsor contact to request work authorization.*