



DePauw University On-Campus Employment Offer Letter

Date:

Dear (student's full name as per passport) _____,

On behalf of _____ Department I am pleased to offer you the following internship position:

Position title: _____

Position type (paid and rate or unpaid) _____

Planned hours per week*: _____

Start date**: _____ End date: _____

Job Description/Duties: _____

Physical location where work will take place: _____

Supervisor name: _____

Supervisor title: _____

Supervisor contact information: _____

I certify that this work does not displace a US permanent resident or citizen.

**Please note that international students are allowed to work up to 20 hours when school is in session and full-time when school is in official break as per immigration regulation.*

***Please note that international students cannot begin work before they provide a copy of this letter and discuss this employment with International Student Services to ensure that the internship/employment offered complies with government regulation for on-campus employment allowed to international students.*

**** A U.S. worker is displaced from a job under the H-1B program if the employer lays off the U.S. worker from a job that is essentially the equivalent of the job for which the H-1B worker is sought.*

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

(Signature, name and title)