



DEPAUW UNIVERSITY

P.O. Box 37 • Greencastle, Indiana 46135-0037

765-658-4800 • www.depauw.edu

Date:

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

On behalf of _____

[Department/Office], 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.

- 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.
- International students cannot begin work before they provide a copy of this letter and discuss this employment with International Student Affairs 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 of supervisor)

(print name of supervisor)