



# 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)

Name of Employer/EIN:

Note: The majority of students working on campus are employed by DePauw University (DPU EIN: 35-0869045) or Bon Appetit (EIN: 56-1874931)