

F-1 On-Campus Employment Letter
[Use Lasell University Letterhead stationery]

[Date current within last 30 days]

To Whom It May Concern:

This letter is to certify that [student's name] is enrolled as a full-time student pursuing a [degree level] at Lasell University in Newton, Massachusetts.

[Student's name] will be working [full-time / part-time] at [name of employer/ department]. [His/her] job will be to [describe job]. [His/her] employment start date is [date]. [Student's name] will be employed as a student worker. I understand that during the semester the student's hours are not to exceed twenty hours per week.

For additional information, please contact the student's supervisor, [name of supervisor] at [telephone number].

Sincerely,

[Original Signature]
[Name of Author]
[Title]
[Contact Information]