



# Employer Information Form

*This form is to be completed by the employer of Georgia Southwestern State University International Students for work authorization purposes. If you have any questions regarding this form, please contact the Office of Undergraduate Admissions at (229) 931-1273 or Fax: (229) 931-2983.*

Dear Designated School Official:

This letter is to confirm our offer of employment for  
to work as a

Name of Student

Job Title/Position

The employment offer is for \_\_\_\_\_ hours per week to begin on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and will  
end on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

If you have any questions about the student's employment, please feel free to contact:

at

(Contact Person)

(Phone Number/Email/etc)

Sincerely,

Signature

Date

Title

Name of Company

Address of Company

In accordance with the immigration laws of the United States, please notify the Office of Undergraduate Admissions if the above named student is terminated from the above listed position. Failure to remain employed is a violation of F-1 Student Immigration Regulations.