**EMPLOYER LETTER**

(must be printed on the official company letterhead)

Date

To: Southern Arkansas University International Students Services

(Company) would like to offer (student’s name here) an internship position. Below is the information you requested about the position and our company:

 **Student’s Job title:**

 **Student’s Specific job duties:**

 **Exact dates (beginning and ending) of the training period:**

 (from MM/DD/YYYY to MM/DD/YYYY)

**\*\*\*\*THE START DATE NEEDS TO BE AT LEAST 7 DAYS PAST THIS LETTER’S DATE\*\*\*\***

 **Number of hours to be worked per week:**

 **Company address:** (Must be the physical location the student will work)

 Statement: (Company) is aware that the student’s work will be part of a training program meant to satisfy the degree requirements for the student’s field of study at Southern Arkansas University. As per F1 regulations, F1 students are only permitted to work between the dates indicated on the student’s I-20. Any work performed outside of these dates (paid or unpaid) is considered a violation of the student’s status.

 **Official company representative name (please print):**

 **Official company representative’s signature:**

(Must be a physical signature. Electronic signatures **will not** be accepted)

 **Date:** (MM/DD/YYYY)