

Note: Letter must be on company letterhead

Date _____

Designated School Official
Office of International Student Services
Pepperdine University
Malibu, CA 90263-4246

Dear Designated School Official:

This is to certify that _____ has been offered a position at_____.

The following information is provided in compliance with the rules governing “optional practical training” for students in F-1 visa status.

Employer identification number _ _ - _ _ _ _ _ _ _ _

Address of the job site _____

Job title _____

Employment start date ____ / ____ / ____ Employment end date ____ / ____ / ____

Part time (at least 20 hours/week required) Full time (more than 20 hours/week)

Supervisor's first name _____ Last name _____

Phone number _____ Email _____

Explanation of duties and how they are directly related to student’s major at Pepperdine.

Any changes or updates to this information will be provided in writing.

Sincerely,

Name _____

Title _____