



# FERRIS STATE UNIVERSITY

*Imagine More*

**TO:** Office of International Student Advisor  
Arts & Science Commons, 1027

**DATE:** \_\_\_\_\_

This memo is evidence that:

---

(Print the Name of F-1/J-1 International Student)

Has been hired for a position at \_\_\_\_\_ to  
(Employing Area)  
perform the following duties \_\_\_\_\_.

The student will begin work on \_\_\_\_\_. Our office understands  
(mm/dd/year)

that international students are limited to maximum of 20 work hours per week because of their immigration status. This student will begin work as soon as s/he has received their Social Security card, and has completed all paperwork through the office of Student Employment & Career Services at Ferris.

Employer Identification Number (EIN): 386005159

Employer Telephone Number: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
(Please Print)

Employer Signature: \_\_\_\_\_

Employer Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Take the **original signed document** to the Office of Int'l Student Advisor (ASC 1027).