



# FERRIS STATE UNIVERSITY

OFFICE OF INTERNATIONAL EDUCATION

**TO:** Office of International Education  
1301 S. State, IRC 134, Big Rapids, MI 49307

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

This memo is evidence that:

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

\_\_\_\_\_  
Student ID#:

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

The student will begin work on \_\_\_\_\_  
(mm/dd/year)

Our office understands that international students are limited to maximum of 20 work hours per week during their academic semester. This student will begin work as soon as all paperwork is completed through the Office of Student Employment 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 International Education (IRC 134).