

P.O. Box 37 Greencastle, Indiana 46135-0037

765-658-4800 www.depauw.edu

Date:

\_\_\_\_\_

On behalf of \_\_\_\_\_

[Department/Office] I am pleased to offer you the following internship position:

\_\_\_\_\_ (position title).

Position type (paid and rate or unpaid) \_\_\_\_\_

Planned hours per week\*: \_\_\_\_\_

Start date\*\*: \_\_\_\_\_

End date: \_\_\_\_\_

Job Description/Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Physical location where work will take place: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor contact information: \_\_\_\_\_

I certify that this work does not displace a US permanent resident or citizen.

- x International students are allowed to work up to 20 hours when school is in session and full time when school is in official break as per immigration regulation.
- x International students cannot begin work before they provide a copy of this letter and employment with International Student Affairs to ensure that the internship/employment of complies with government regulation for campus employment allowed to international students.
- x A U.S. worker is displaced from a job under the H