

Job Offer Letters

If your final candidate is a foreign national, it is critical that the terms of the job offer and position be written clearly and concisely, and use wording that will not be misinterpreted by either USCIS or the final candidate him or herself.

All U-M offer letters are required to use consistent wording to specify employment eligibility and immigration status. The wording approved by the U-M International Center, Office of the Vice-President and General Counsel, and Human Resources and Affirmative Action is as follows:

“This offer is contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment.”

If you have any questions about the appropriate use of wording used in your job offer letter, please contact FSIS.

Source URL: <https://internationalcenter.umich.edu/fsis/job-offer-letters>