

Submit all required documents in person to International Center.

Instructions for student:

1. Ask employer to complete Section I using blue ink. (The employer may use Acrobat Reader to complete and print the form before signing)
2. Collect ORIGINAL letter from employer (scanned copies will NOT be accepted)
3. Make a photocopy of your current I-20, page 1 & 2. (Not including instruction page).
4. Make photocopy of most recent I-94.
5. Visit the International Center to submit all three required documents.

Section 1 - Student Employee Information, to be completed by University of Michigan employer:

LAST NAME:	FIRST NAME:	MIDDLE NAME:
DATE OF BIRTH: (mm-dd-yyyy)	UNIQUENAME:	UMID:

This letter serves to confirm that the student named above will be employed with

_____ [department or unit on campus] in the position of

_____. The student is expected to begin on _____ and

work _____ hours weekly. The University of Michigan's EIN number is 386006309.

Sincerely,

Immediate Supervisor Signature

Print Name and Title

Phone Number

Section 2 - to be completed by the University of Michigan International Center:

As provided by 8CFR 214.2(f)(9), the Designated School Official grants permission for this student to work on-campus a cumulative maximum of 20 hours per week when school is in session and full-time during vacation periods. The student must maintain valid F-1 student status at the University of Michigan in order to remain eligible for this employment.

I confirm that this student is enrolled full-time at the University of Michigan.

U-M International Center Signature

Date

Louise Baldwin, *Senior Associate Director/PDSO*
Scott Manley, *Assistant Director/DSO*
Oluwadamilare Adeyeri, *Advisor/DSO*
David Cole, *Advisor/DSO*
Katherine Flanner, *Advisor/DSO*
Kaitlin Loomis, *Advisor/DSO*

John Prescott, *Advisor/DSO*
Elizabeth Wiseman, *Advisor/DSO*
Monica Roskamp, *Advisor/DSO*
Jeremiah Munce, *Immigration Assistant/DSO*
Brittany Widin, *Immigration Assistant/DSO*

International Center Use Only	<input type="checkbox"/> Stamp/I-94 Checked	Initials:	Date:
	<input type="checkbox"/> In ACTIVE NONACTIVE	Initials:	Date:
	<input type="checkbox"/> Approved	Initials:	Date:
	<input type="checkbox"/> Follow-up Needed	Initials:	Date:
	<input type="checkbox"/> Out	Initials:	Date: