Employment Offer Verification Form. This form is to be completed by student’s employer/department.

Date: __________________________

Student Name: ____________________________________

This is to verify that the student named above have been offered a position at Vanderbilt University within the ____________________________ as a(n) ____________________________.

Office/Department’s Name Student’s Position Title

The student is expected to start on _______________ and is expected to work ______ hours/week.

(mm/dd/yyyy)

Student’s job description: __________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Supervisor’s Information:

Name & Title: ________________________________________________________________

Email: ________________________________________________________________

Phone Number: ____________________________________________________________

Supervisor’s Signature: ______________________________________________________

Note: International students (on F-1 or J-1) cannot work more than 20 hours a week while classes are in session. Vanderbilt policy limits work on campus to an average of 19 hours a week, while classes are in session. Not complying with these guidelines for on-campus employment may be a violation of status that could result in the termination of student immigration record and student having to leave the U.S.