

**PRINT/PASTE ON EMPLOYER LETTERHEAD- Please return the completed letter to the student.**  
**Digital copies accepted.**

Date: \_\_\_\_\_

**To:** International Student Services, Merrill Student Life Center, Hampshire College

**Re:** Name of student \_\_\_\_\_

**This letter is to verify the employment offer to the student named above for the following position:**

**Job title:** \_\_\_\_\_

**Job responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates of employment:** employment cannot be extended

Beginning date \_\_\_\_\_ (MM/DD/YYYY) Ending date \_\_\_\_\_ (MM/DD/YYYY)

**Number of hours to be worked per week** *(please circle one):*

Part Time (up to 20 hours/week)

Full Time (up to 40 hours/week)

**Employer name and address** (where job will be performed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Immediate Supervisor:** \_\_\_\_\_

In offering the employment described above, the employer understands that the student's participation in this position is intended to meet academic goals/objectives required to fulfill specific academic program (division) requirements at Hampshire College.

**Employer Signature:** \_\_\_\_\_

**Signatory's Name and Title:** \_\_\_\_\_

**Phone Number** (include area code): \_\_\_\_\_