

**Employer To Fill Out:**

To Whom It May Concern:

This is to certify that \_\_\_\_\_ (Name – F-1 Student ) is a student at Hampshire College and has been offered, or is already working in, general on-campus employment.

Nature of employment or student’s job (e.g., cashier, library assistant, waiting tables, research assistant etc.): \_\_\_\_\_

Off Campus employment affiliation if applicable: \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

On Campus Employer Office/Department (e.g., Bookstore, Library, Cafeteria, Chemistry Department Lab):  
\_\_\_\_\_

(Employer Identification Number (EIN)): 04-6130872

(Employer Telephone Number): \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Title: \_\_\_\_\_

Student’s Immediate Supervisor Employer Signature (Original Signature in Blue Ink; no stamps):

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

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**Designated School Official or Human Resources/Payroll To Fill Out:**

Designated School Official\* (Original Signature in Blue Ink- no stamps): \_\_\_\_\_

Typed name (Designated School Official): \_\_\_\_\_

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

\*IF DSO is employer, HR or Payroll Department Signature (Original Signature in Blue Ink; no stamps):

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

Signatory’s typed Name and Title: \_\_\_\_\_