



Office for International Students and Scholars

Washington University
EIN: 43-0653611

CERTIFICATION OF EMPLOYMENT (OFFER LETTER)

INSTRUCTIONS: This form should only be completed if your employer does not provide an offer/employment letter. This form should be signed by your direct supervisor or hiring manager. Once completed, submit with your CPT Authorization (CPT for F-1 students) or J-1 Academic Training (AT for J-1 students) request in [MyOISS](#).

STUDENT INFORMATION

Student Name _____ WashU ID _____
First name Last name

Student Signature _____ Date _____

- I am a student in active J-1 immigration status
- I am a student in active F-1 immigration status

EMPLOYER CERTIFICATION OF THE POSITION

Employer Name: _____

Job Title: _____

Employer Address: _____

If eligible for remote work, please include remote address: _____

Hours Worked Per Week: _____

List of responsibilities for the student listed above: _____

Position Start Date: ____/____/____ Position End Date (if known): ____/____/____

Is the position paid or unpaid: Paid Unpaid

Supervisor Name _____ Phone or E-Mail _____
First name Last name

Supervisor Signature _____ Date _____

NOTE:

Pursuant to federal regulations 8 CFR 214.2 (f)(10)(i), F-1 international students at Washington University are eligible to work off-campus through Curricular Practical Training after approval by OISS.

Pursuant to federal regulations 22 CFR 62.23(g), J-1 students at Washington University are eligible to engage in Academic Training after approval by OISS.



IMPORTANT: CPT Authorization or J-1 Academic Training processing time is up to 5 business days after full submission and completion to the Office for International Students and Scholars.