



**careercenter@utdallas.edu**

**972-883-2943**

Ms. Cristen Casey  
International Student Services  
Campus Mail SSB34

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

Dear Cristen:

This letter is to clarify the status of the following student. This student has received an offer or is currently employed by *Chartwells*, on the University of Texas at Dallas campus.

Student Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

***Employer Contact Information***

Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

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

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

“By signing below, you are acknowledging that the above student will not work more than 20 hours a week while school is in session (may work full-time during those periods when school is not in session or during the annual break).”

Employer Signature (Original) \_\_\_\_\_  
(*Contact or Supervisor Listed Below*)

Signatory's Title: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

UT Dallas Career Center  
PO Box 830688, SSB 31  
Richardson, TX 75083

Return completed and signed form to the Student Employment Coordinator, SSB 3.300.