



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 *Follett Higher Education Group*, 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: _____

Should you have any questions, please contact the Student Employment Coordinator at 972-883-4265.

Sincerely,

Tracy Diaz
Student Employment Coordinator
UT Dallas Career Center
800 West Campbell Rd, SSB31
Richardson, TX 75080-3021
972-883-4265 | Tracy.Diaz@utdallas.edu

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