



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 University Village Apartments, 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.