

**UTD Career Center**  
**The University of Texas at Dallas**  
careercenter@utdallas.edu  
972-883-2943

Ms. Cristen Casey  
International Student Services  
Campus Mail MC36

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: \_\_\_\_\_

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

Hourly Wage: \_\_\_\_\_

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

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

Should you have any questions, please contact the Student Employment Coordinator at 972-883-6195.  
Sincerely,

Elaine White  
Student Employment Coordinator  
UTD Career Center  
PO Box 830688, MC16  
Richardson, TX 75083-0688  
voice: 972-883-6195 ~ fax: 972-883-2229 ~ email: elaine.white@utdallas.edu

**Return completed and signed form to the Student Employment Coordinator, MC 16.**