

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 *First Worthing*, 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.