

EMPLOYER OFFER LETTER

To:

International Students and Scholars Center (ISSC)
Arizona State University
PO BOX 872812
1151 S. Forest Ave
Tempe, AZ 85287

RE: Internship Offer details for: _____
Student's Last Name Student's First Name

Employer's name: _____
(As it appears on I-9)

Company address*: _____

Will the work be performed virtually at a remote location? Yes No

Job title: _____

Specific job duties:

Exact dates (beginning and ending) of the training period: _____
(from MM/DD/YYYY to MM/DD/YYYY)

Number of hours to be worked per week: _____

Statement: The Company is aware that the work will be training performed in satisfaction of degree requirements for the student's academic program at Arizona State University and that the proposed period of training fulfills the student's academic training requirement and that the training period will not be extended.

Official company representative name (please print): _____

Official company representative signature: _____ Date: _____
(Wet ink signature or official e-signature) (MM/DD/YYYY)

*If the internship is performed at a third-party location, please provide the company's name and physical address.

Name of third-party company: _____

Physical Address: _____