

# Job Offer Letter Instructions

International students who want to pursue employment opportunities may need a job offer letter from their prospective employer. Certain agencies require specific information to be contained on the letter.

At minimum, the letter should be on letterhead and include the following information in a **one-page** format:

- Full legal name of student
- Position title hired for
- Brief description or summary of the job duties
- Number of working hours per week
- Start date of position
- End date of position, if applicable
- Name, phone, and email address of supervisor (if not contained in signature)
- Company name and address (if not contained on letterhead)
- Company EIN (optional, but recommended)

Please give the original letter directly to the student.

If you have any additional questions or concerns, please feel free to contact Admissions at [international@kgi.edu](mailto:international@kgi.edu) or 909-607-8590.