**SAMPLE LETTER FROM EMPLOYER**

**OPT Approval:** For a student to receive an updated I-20, the student must update employment information in the SEVP OPT portal and email an employment verification letter to the GEO ([jlbeck@samford.edu](mailto:jlbeck@samford.edu)).

**Travel while on approved OPT:** It is strongly recommended that the student obtain an Employment letter (using sample below) to present upon re-entry to the U.S.

*ABC Company*

*123 Sample Street, Suite 4,*

*City, State 99999*

February 7, 2018

To Whom It May Concern:

This is to verify that we have provided (Student Name) with the opportunity to obtain needed practical experience in (Degree Program).

(Student Name) has been hired to work beginning (start date), provided employment authorization from the US Department of Homeland Security-Citizenship & Immigration Services has been granted. The employment hours will be (#) hours a week. The salary will be (amount) per (hour/week/month).

Should there be any questions regarding the employment terms, please contact (Supervisor’s Name) at (phone number) or (email address).

Sincerely,

(Employer’s Name)

(Employer’s Title)