

**Date** \_\_\_\_\_

Designated School Official  
Office of International Student Services  
Pepperdine University  
Malibu, CA 90263-4246

Dear Designated School Official:

This is to certify that \_\_\_\_\_ has been offered a position at \_\_\_\_\_.

The following information is provided in compliance with the rules governing “optional practical training” for students in F-1 visa status.

Employer identification number    \_ \_ - \_ \_ \_ \_ \_ \_ \_ \_

Address of the job site \_\_\_\_\_

Job title \_\_\_\_\_

Employment start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_                      Employment end date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Part time (at least 20 hours/week required)                      Full time (more than 20 hours/week)

Supervisor's first name \_\_\_\_\_ Last name \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Explanation of duties and how they are directly related to student’s major at Pepperdine.

Any changes or updates to this information will be provided in writing.

Sincerely,

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_