



# STANTON UNIVERSITY

9618 Garden Grove Blvd., Suite 201, Garden Grove, CA 92844  
Tel.714.539.6561 Fax.714.539.6542 su@stantonuniversity.com

## OPT Prospective Employer Letter

Dear Prospective Employer,

The student who has given you this letter is an F1 Visa Student at Stanton University. By United States Customs and Immigration Services (USCIS) regulations, F1 Visa Students are not permitted to engage in gainful employment unless they have been approved for work authorization.

This student has applied for OPT Work Internship Authorization through Stanton University. If approved, this means that the student will be authorized to gainfully work for approximately 12 months from the approval date in order to learn and grow in a field that is directly related to their major. The only conditions are that the job responsibilities are “directly related” to the student’s major and that the work internship is 20 hours or more per a week.

If you are interested in hiring this student for a OPT Work Internship, please issue the student an Official Job Offer Letter with the required information from our Sample Job Offer Letter (see attached) included. In particular, please give us a brief description of your company, and a detailed description of the student’s job duties.

Once the student has been approved by USCIS for OPT authorization and for this particular work internship, the student will be eligible to apply for a Social Security card.

If you have any questions about this student’s eligibility to work or questions about the OPT Program, please feel free to contact me at the email address or phone number below.

Thank you so much for your cooperation!

Best Regards,

Jordan Thomas  
Stanton University  
International Student Advisor  
714-539-6561  
[jthomas@stantonuniversity.com](mailto:jthomas@stantonuniversity.com)



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**(Do not use this form. Your employer must sign a completed Job Offer Letter similar to this.)**

Stanton University  
9618 Garden Grove Blvd., Suite 201  
Garden Grove, CA 92844

**(Today's date)**

**Name of Student:**

**Position / Title:**

**Description of Duties:**

**Company's Name:**

**Company's Address:**

**Employer's Name:**

**Employer Identification Number (EIN):**

**Employer's Telephone:**

**Employer's Email:**

**Employment Start Date:**

**Employment End Date:**

**Total Working Hours per Week (must be 20 hours or more):**

**Hourly Wage (if applicable):**

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**Supervisor's Signature**

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**Date**