



COMPANY NAME / LETTERHEAD

Instructions for Employers

- The letter must be on official company letterhead, signed, and dated.
- Ensure all seven (7) required fields are listed in the letter accurately (i.e., the **[brackets]** should be completed).
- The description should emphasize how the student's duties are directly related to their [STEM degree](#) and provide practical training.

[Date]

Dear Sir or Madam:

On behalf of [Company's Legal Name], I hereby certify the following information for [Student's Full Name]:

1. E-Verify Enrollment

- [Company's Legal Name (as listed in E-Verify)] is enrolled in the USCIS E-Verify Program. The company's E-Verify ID Number is [E-Verify Number].

2. Company Name and Address

- Employer's Legal Name: [Company's Legal Name]
- Primary Company Address: [Full Company Address]
- Student's Worksite Address (if different): [Physical Worksite Address]

3. Supervisor's Information

- Name: [Supervisor's Full Name]
- Title: [Supervisor's Title]
- Email: [Supervisor's Email Address]
- Phone: [Supervisor's Phone Number or Main Company Phone + Ext]

4. Student's Dates of Employment

- [Student's Full Name] began employment with [Company's Legal Name] on [MM/DD/YYYY] and is currently employed with the company.

5. Position Title

- [Student's Full Name] holds the position of [Position Title] at [Company's Legal Name].

6. Position Compensation

- [Student's Full Name] receives a [bi-weekly/monthly/annual] salary of [U.S. Dollar Amount].

7. Position Description

- [Student's Full Name] serves as a [Position Title], responsible for [describe key duties and responsibilities].
 - *Example: This role directly supports the company's operations by applying knowledge gained through their [Student's MIT Degree Name] degree to enhance innovation, research, efficiency, or other relevant outcomes. The position is directly related to the student's field of study and provides practical training in the student's area of expertise.*

Thank you for your attention to this matter. If you require additional information, please contact me at the phone number or email address listed below.

Sincerely,

[Wet Signature or Official Electronic Signature]

[Full Name of Signatory]

[Title of Signatory, e.g., HR Immigration Manager]

Phone: [Phone Number] | Email: [Email Address]