



Job Verification Letter W/ Job Description Check List

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|--|--|
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> No end date or End date is not prior to requested CPT end date |
| <input type="checkbox"/> Student legal name | <input type="checkbox"/> Employer Address or remote work verification |
| <input type="checkbox"/> Student's Job Title | <input type="checkbox"/> Job Description – aligns with Major |
| <input type="checkbox"/> Employment start date | |

Job Offer – No Description

- | | |
|--|--|
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> No end date or End date is not prior to requested CPT end date |
| <input type="checkbox"/> Student legal name | <input type="checkbox"/> Employer Address or remote work verification |
| <input type="checkbox"/> Student's Job Title | |
| <input type="checkbox"/> Employment start date | |

Job Description – Separate Document

If on Letterhead:

- Student legal name
- Student's Job Title
- Job Description – aligns with Major

No Letterhead

- | | |
|---|--|
| <input type="checkbox"/> Company Name | <input type="checkbox"/> Student's Job Title |
| <input type="checkbox"/> Student legal name | <input type="checkbox"/> Job Description – aligns with Major |
| <input type="checkbox"/> Employer Signature | |

- We also except job descriptions from LinkedIn, Internal Servers, GlassDoor, etc. As long as the description has the company name and job title we can usually accept it from an online source.
- If the student created the document, it must have a company signature from their manager or HR representative – preferably the same person that signed the Education Agreement Form.