

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

Designated School Official

Office of International Student Services has

been offered a position at \_\_\_\_\_.

The following information is provided in compliance with the rules governing (co)14. Employer

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/w

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,