

Non-Dallas Int'l Employer's Letter: Invitation to Work Optional Practical Training (OPT)

Instructions:

1. Use company/institutional letterhead
2. Change the information in blue to suit your situation/invitation.
3. Note on third paragraph: Students may not work more than 20 hours per week while attending school, except during school breaks when they may work up to 40 hours per week, provided they intend to enroll at Dallas Int'l after the break. Be sure to select all text and change it to black before you copy, save, and/or send the letter.
4. Address and send letter to

Dallas International University
International Student Center
7500 W. Camp Wisdom Road
Dallas TX 75236

Or via email to isc@diu.edu

Thank you for helping to better prepare our students for their futures! If you have any questions, please contact our office.

Sincerely,

Director of Admissions
In behalf of the International Student Office
Dallas International University
Tel. 972-708-7573

June 9, 2018

To whom it may concern:

[Johanna Brown](#), an international student at the Dallas International University, has been offered employment as a curriculum consultant at the Church of the Good Shepherd, 1700 W. Florida Ave., Duncanville, Texas 75116.

She has been assigned to create flannel board figures and songs for use in our children's Sunday School and Vacation Bible School programs. This work will give Johanna practical application of the skills she is acquiring in her studies in the World Arts program at Dallas International University.

Her employment will begin August 1, 2018 and will run through July 31, 2019. It is expected that she will work xx hours per week, on average, during that time.

His/her supervisor will be Ms. Superintendent and the phone number at which she can be reached is 972-708-7416.

Thank you for working with her so that she can be employed with us.

Sincerely,

Ms. Lacy Fern
Sunday School Superintendent
972-708-7416

NAME OF CHURCH/ORGANIZATION Taxpayer ID number for SSA Purposes: xx-xxxxxxx