

OFFICIAL EMPLOYER'S LETTERHEAD

Date: _____

**Office of International Programs
University of Texas at San Antonio
One UTSA Circle, San Antonio, Texas 78249**

This letter serves as an affidavit that our company is registered with the **E-Verify program**, and our E-Verify registration number is _____.

Name of company: _____

Street Address: _____

City, State and Zip Code: _____

This letter also serves as an agreement that our company will comply with the U.S. Department of Homeland Security (DHS) regulations. 8 CFR Part, 214, DHS No. ICEB-2008-0002. **“The employer agrees to report the termination on departure of an employee to the Designated School Official at the student’s school if the termination or departure is prior to the end of the authorized period of Optional Practical Training”.**

Employee’s last name: _____
(as it appears on the passport)

Employee’s first and middle name: _____
(as it appears on the passport)

SEVIS ID (if known): _____
(as it appears on I-20 Form)

We understand our responsibility and will report the termination or departure of the employee to the UTSA Designated School Official (International Student Advisor) if the employee has left employment, or if the employee has not reported for work for a period of **five** consecutive days without our consent.

To report student’s termination please indicate student’s last, first name (as they appear in the foreign passport), SEVIS ID (if known), date of birth.

E-Mail to report: internationalprograms@utsa.edu

Fax. No to report: (210) 458-7222

Signature of the authorized person **Print Full Name**

Title **Telephone #**