

## F-1 Student On-Campus Employment Verification

This form must be completed to verify the employment information that must be reported to the Social Security Administration (SSA) and the university's Designated School Official (DSO) for federal immigration regulations reporting requirements for f-1 student on-campus employment. If there are any questions, please contact the university [DSO](#).

**IMPORTANT:** The F-1 student must be issued an employment offer letter on department/company letterhead that is signed by their supervisor or other designated hiring authority (e.g., Human Resources) Failure to provide this documentation will delay the student's ability to apply for the required Social Security Number (SSN) and to be cleared by the university's Human Resources (HR) department to begin working.

### SECTION 1: STUDENT INFORMATION – Completed by F-1 Student

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

### SECTION 2: EMPLOYMENT INFORMATION – Completed by Hiring Department/Supervisor

**(REQUIRED:** A copy of an employment offer letter on department/company letterhead must be submitted to DSO and SSA with this form and be signed by the supervisor or other designated hiring authority).

Hiring Department/Office: \_\_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_

Address/Location of Employment: \_\_\_\_\_

Anticipated Employment Start Date: \_\_\_\_\_ Anticipated hours per week: \_\_\_\_\_

Student's Title/Position: \_\_\_\_\_

Job Description: \_\_\_\_\_

Supervisor's Full Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Telephone#: \_\_\_\_\_

***My signature confirms the student listed in Section 1 has been offered on-campus employment and has been identified as an F-1 international student, who is authorized to work up to 20 hours per week while school is in session, and up to 40 hours per week during school breaks (i.e., winter and summer vacation)***

\_\_\_\_\_  
Hiring Department/Supervisor Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date