

F-1 Student Off-Campus Employment Verification

This form must be completed to verify the employment information that must be reported by the university's Designated School Official (DSO) to the Department of Homeland Security (DHS) in the [SEVIS](#) database. Students participating in CPT or post-OPT must complete this form in addition to submitting a copy of their employment offer letter.

IMPORTANT: F-1 students 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 Social Security Number (SSN) and 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 signed by the supervisor or other designated hiring authority) must also be submitted with this form. The following information is being requested specifically for DHS reporting requirements.

Hiring Department/Office: _____ Employer Identification Number (EIN): _____

Address/Location of Employment: _____

Anticipated Employment Start Date: _____ Anticipated hours per week: _____

Student's Title/Position: _____ Employment Start Date: _____

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 off-campus employment and has been identified as an F-1 international student. I understand that if they are participating in [CPT](#) or [pre-OPT](#), they are 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). If participating in [post-OPT](#), they may work full-time.

Hiring Department/Supervisor Printed Name & Title

Signature

Date

Please contact the university [DSO](#) if you require further assistance.