

PURPOSE OF THIS FORM

This request is for F-1 students whose home country has been identified in a Federal Register (FR) notice to be eligible for SSR due to emergent circumstances. Please view the SSR guide prior to completing this guide. You must obtain all signatures and approvals, then submit additional documentation requested, prior to submitting to ISS.

STEP 1: STUDENT INFORMATION

Student First/Last Name: _____

SEVIS#: _____ Florida Poly#: _____

U.S. Street Address/City/State/Zip: _____

Email: _____ Phone#: _____

STEP 2: IDENTIFY REQUEST TYPE

Select SSR Request type: **(may check more than one if requesting work hour expansion and a reduced course load):**

- On-Campus Employment Hours per Week Expansion beyond the 20-hour per week limit
- Off-Campus Employment
- Off-Campus Employment Hours per Week Expansion beyond the 20-hour per week limit
- Reduced Course Load **(available only if requesting one of the above employment types for hours expansion)**

STEP 2(a): On-Campus Employment Only

If requesting work expansion beyond 20 hours per week, you **must** have obtained approval from your supervisor.

Department Name: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

STEP 2(b) Off-Campus Employment Only

If requesting off-campus employment, you must provide the requested dates of employment.

Start Date: _____ End Date: _____

STEP 3: STUDENT CERTIFICATION

By signing this form, I certify the above information is correct and acknowledge my understanding of immigration regulations pertaining to SSR and all of the following:

- If I am requesting an expansion of on-campus employment hours per week beyond 20-hour limit, that I cannot work beyond 20 hours per week until I receive the new I-20.
- If I am requesting off-campus employment I must obtain a new I-20 then apply with USCIS within 30 days of the date it was issued by my DSO with USCIS, and that I cannot start working until my Employment Authorization Document (EAD) card is received from USCIS.
- If I am requesting a RCL in conjunction with on or off-campus employment, I cannot reduce my course load until I have been approved for one of the two types of employment listed above.

Student Signature: _____ Date: _____