International Student On-Campus Employment Form

Student Instructions: Student must complete Section 1; have their Brandeis hiring supervisor complete Section 2; and then bring this form to the ISSO in Kutz Hall 215 for DSO/ARO verification. Forms can be dropped off at the ISSO and picked up by the end of the next business day.

Hiring Supervisor Instructions: Please complete this form for any international student who does not currently have a Social Security Number. International students are allowed to work on-campus as long as the position is paid by a Brandeis University paycheck (with very limited exceptions). If the position does not receive a Brandeis University paycheck, please contact the International Students and Scholars Office (6-3480) before completing this form. Students who are already in possession of a valid Social Security Number do not need to complete this form.

Section 1: Student

Student Name: ____________________________  Date of Birth: ____________________________

SAGE ID: ________________________________  Immigration Status (check one): ____ F-1 ____ J-1

SEVIS ID#: N ______________________________

Student Signature: ______________________  Date: ______________________________

Section 2: Hiring Supervisor

In accordance with the Social Security Administration policies, this letter is intended to certify that the student has been offered a paid student position with Brandeis University. The details of this employment are below, pending receipt of a Social Security Number and the correct filing of all required Federal and University Paperwork. I also confirm that the student will be paid by a Brandeis University Paycheck.

Student Name: ____________________________

Job Title: ____________________________  Dept Name: ____________________________

Start Date (MM/DD/YY): ________________  Date: ____________________________

Supervisor Signature: ____________________________  Date: ____________________________

Supervisor Printed Name: ____________________________

Employer Identification Number (EIN): 04-2103552

Section 3: International Students & Scholars Office (Kutz 215)

The above named student is currently enrolled as a full-time student at Brandeis University and maintaining lawful F-1/J-1 student immigration status and as such is authorized to work part-time (up to 20 hours/week) on-campus during the semester or full-time (over 20 hours/week) during vacation periods. The student will present their original visa documents to you with their application verifying their student status.

DSO/ARO Name: ____________________________  Title: ____________________________

Signature: ____________________________  Date: ____________________________

DSO/ARO has updated SEVIS (if applicable): ____ Y ____ N