



## International Student On-Campus Employment Form

**Student Instructions:** Student must complete Section 1; have their Brandeis hiring supervisor complete Section 2; and then complete the "On-Campus Employment Form Request" in the ISSO Portal. Questions can be emailed to [isso@brandeis.edu](mailto:isso@brandeis.edu).

**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: \_\_\_\_\_  
 Student 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.

Student Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Dept. Name: \_\_\_\_\_  
 Start Date (MM/DD/YYYY): \_\_\_\_\_  Per F-1 and J-1 Regulations, this position is not to exceed 20 hours per week.  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Printed Name: \_\_\_\_\_  
 Employer Identification Number (EIN): 04-2103552

### Section 3: International Students and 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):  Yes  No