



## 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.**

<b>Section 1: Student</b>	
Student Name: _____	Date of Birth: _____
SAGE ID: _____	Immigration Status (check one): <input type="checkbox"/> F-1 <input type="checkbox"/> J-1
SEVIS ID #: N _____	
Student Signature: _____	Date: _____

<b>Section 2: Hiring Supervisor</b>	
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: _____	
SAGE ID: _____	Dept. Name: _____
Start Date (MM/DD/YYYY): _____	<input checked="" type="checkbox"/> <b>Per F-1 and J-1 Regulations, this position is not to exceed 20 hours per week.</b>
Supervisor Signature: _____	Date: _____
Supervisor Printed Name: _____	
Employer Identification Number (EIN): 04-2103552	

<b>Section 3: International Students and Scholars Office (Kutz 215)</b>	
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): <input type="checkbox"/> Yes <input type="checkbox"/> No	