

International Student on Campus Employment Authorization Form – Instructions

The hiring department must complete Number 1 - 16 before routing the form to the Office of International Admissions & Student Services along with the student's electronic Personnel Action Form (ePAF) at my.utrgv.edu

1. **UTRGV ID Number:** ID assigned to the student.
2. **Student Name:** Name, Middle Initial and Last Name of the student.
3. **Student Phone Number:** Student contact phone number.
4. **Department:** Name of employing department.
5. **Campus Location:** Please specify the campus where the student will be working at.
6. **Division:** Division of the President, Division of Operations and Chief of Staff, Division of Finance and Administration, Division of Institutional Advancement, Division of Governmental and Community Relations, Division of Research, Innovation, and Economic Development, Division of Academic Affairs, and Division of Finance and Public Policy
7. **Supervisor:** Name of the student employee's immediate supervisor.
8. **Phone Number or Extension:** Campus phone number of the immediate supervisor.
9. **Email:** UTRGV email address of the immediate supervisor.
10. **Hiring Semester:** Choose the semester you want the student to work from the following options. (FALL, SPRING, SS1, SS2, or LONG SUMMER SESSION)
11. **Proposed Start Date:** Enter the date you want the student to begin working for your department. Once your request is approved by the Office of International Admissions & Student Services (IASS) and the Office of Human Resources, the student will be able to begin employment. The start date must be on or after the first day of classes of the semester indicated on the request form.
12. **Proposed End Date:** The end date must be on or before the last day of classes for the semester indicated on the request form.
13. **Job Title:** Must use a job title from the UTRGV pay plan.
14. **Number of Hours*:** The number of hours the student is expected to work per week. Students can work only in Spring & Fall semester 20 hours per week. 40 hours are permitted during official school breaks (winter, summer) or students that are on Optional Practical Training (OPT).
15. **Supervisor Signature:** Signature of the immediate supervisor of the student employee.
16. **Date:** Date the immediate supervisor signed the request form.

This section must be completed by the Student Employee:

Student must read and sign disclaimer and provide copies of the following documents to the Office of International Admissions & Student Services:

- Student's I-94 arrival & departure record (both sides). If student no longer has the previous white card (I-94), they must attached their electronic I-94 number page.
- Copy of I-20 (F-1)
- Copy of Valid passport;
- Copy of student visa, students on Optional Practical Training (OPT) MUST provide their Employment Authorization Document;
- Provide receipt of Social Security Administration to the Office of Human Resources

Note: Students with OPT authorization may work on campus full time. EAD will determine the employment eligibility dates.

The following section is for International Admissions & Student Services only:

Note: The Office of International Admissions & Student Services will verify if the student is in good academic standing and is authorized to work in the United States before routing the form to the Office of Human Resources for final approval. However, once the student has been authorized by our office and Human Resources, he/she must complete the new hire packet with HR. After student receives their original social security card, a copy must be submitted to Human Resources for clearance on E-verify.

This form must be submitted at least two weeks prior to the students 1st day on the job. Once the Office of International Admissions & Student Services has received all documentation, it will take a minimum of three (3) business days to be processed. Additionally, the hiring department must prepare the electronic Personnel Action Form (ePAF) found at my.utrgv.edu

Please forward this request form to the appropriate Office of International Admissions & Student Services: Contact us if you have any questions or concerns.

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<p>UTRGV Office of Human Resources Brownsville Location: 451 E. Alton Gloor Brownsville, Texas 78526 Phone: 956-882-8205 Fax: 956-882-7476 hr@utrgv.edu</p>	<p>UTRGV Office of Human Resources Edinburg Location: 1201 W. University Drive Edinburg, Texas 78539-2999 (956) 665-2451 Office (956) 665-2340 Fax hr@utrgv.edu</p>



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Employer Request

THIS SECTION MUST BE COMPLETED BY THE HIRING DEPARTMENT

UTRGV ID: Student's Name: Phone Number: Hiring Department: Division: Supervisor Name: Phone Number /Ext.: Supervisor's Email: Hiring Semester: Proposed Start Date: Proposed End Date: Job Title: Hours/week:

I understand that this request must be approved by the Office of International Admissions & Student Services and the Office of Human Resources before the student can begin working for UTRGV. As per federal immigration regulations, I also understand that the student cannot work more than 20 hours per week while school is in session and as such any additional assignments must be approved by the International Admissions & Student Services Office beforehand. I am also aware that this authorization to work is valid for one semester only, unless the student is on *OPT. If I wish to rehire this student the following semester, a new request must be completed by the hiring department and submitted to our office for final approval before the employee can continue to work for UTRGV. I am also required to check the Payroll paperwork deadlines to make sure the student employee receives compensation in a timely matter. *Students on OPT can work from 20-40 hours per week.

Hiring Supervisor Signature: Date

THIS SECTION MUST BE COMPLETED BY THE STUDENT EMPLOYEE

I understand that my employment with UTRGV may be terminated if I violate any of the terms of employment listed above or if I do not maintain the G.P.A. required by my employment visa or if I fail to report any changes of employment to the Office of International Admissions & Student Services. I am also responsible to provide the original social security card to the Human Resources department when received by mail. Please note: All international student employees must complete an income tax report before April 15 of the following calendar year. The 1040NR form can be found at http://www.irs.gov/pub/irs-pdf/f1040nr.pdf

Student's Signature: Date:

This section must be completed by the Office of international Admissions & Student Services to certify that the student is in good academic standing and is authorized to work at UTRGV before this request can be routed to the Office of Human Resources for final approval.

Visa Type [] F1 [] J1 [] Other: Please Specify: Visa or EAD Exp. Date:

I-94 Number: Passport Expiration Date:

Country of Birth: UTRGV Date of Arrival:

Expected Date of Degree Completion: Student's GPA:

International Student Advisor's Approval: Date:

Intl Admissions Supervisor Approval: Date:

I-94 card Copies of Visa Copy of I-20 Copy of Passport Copy of EAD