



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): _____ ☒ **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 & 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