

ON-CAMPUS EMPLOYMENT ELIGIBILITY REQUEST FORMDo you need a Social Security Number? Yes No

Please Print Clearly.

Print full legal name as it appears on your passport.

NAME: _____
LAST: FIRST: MIDDLE

UNO ID #: _____ E-MAIL: _____

Current Immigration Status: F-1 J-1 Is your Passport Valid? Yes No

Physical Address: _____

Mailing Address: _____

Do you currently hold a graduate assistantship? Yes No

If YES, how many hours per week do you work? _____

Name of the Department: _____

Educational Level: Undergraduate Graduate Other _____

I am registered for _____ number of credit hours this semester.

I am requesting work permission from ____/____/____ to ____/____/____

(May request for up to length of time given to complete studies).

I will be working in the _____ Department.

Limitations on Employment. Employment must not exceed 20 hours per week while school is in session. If you are employed elsewhere on campus or employed off campus with proper authorization (including Curricular Practical Training and Optional Practical Training), that work must also be counted toward the 20-hour limit. Full-time employment is permissible between school terms and during holidays and vacations, including summer vacations. **You must maintain a full course of study during fall and spring terms in order to keep your eligibility to work on campus.**

I certify that the above information is true.

Signature: _____ Date: ____/____/____

OISS Staff Use OnlyI-20/DS-2019 Completion Date: Expired OK Corrected Enrolled: Full-time Part-timePassport: Expired OK Corrected Address: OK Needs Updating

File checked by: _____ Date: ____/____/____

J employment authorization entered into SEVIS **OR** Initial F-1 student registered in SEVIS:

**Certification
of
On-Campus Employment Eligibility**

Student Name: _____ UNO ID #: _____

This is to certify that the above-referenced student is eligible to be employed on campus from:

_____/_____/_____ to ____/____/_____ or completion of studies, which ever comes earlier. (Note: J-1 students may receive up to 12 months authorization.)

Limitations on Employment. Employment must not exceed 20 hours per week while school is in session. If this student is employed elsewhere on campus or is employed off campus with proper authorization (including Curricular Practical Training and Optional Practical Training), that work must also be counted toward the 20-hour limit. Full-time employment is permissible between school terms and during holidays and vacations, including summer vacations.

Employment Eligibility Verification. If you employ this student, you and the student are required to complete a form entitled "Employment Eligibility Verification" (USCIS Form I-9), which the employer retains.

Social Security and Other Taxes. In general, students in F-1 or J-1 status who have been in the U.S. less than five years are exempt from Social Security (F.I.C.A.) taxes. However, earnings are subject to applicable, federal, state and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withholding taxes can be refunded.

Maintenance of Lawful Status. In order to preserve on-campus employment eligibility, F-1 and J-1 students must maintain their lawful status. Among other requirements, this means that they must (1) enroll for a full course of study during their academic year, (2) maintain their eligibility to enroll, (3) limit all employment to 20 hours per week while school is in session and (4) refrain from off-campus employment without authorization.

Note: Students who are authorized to work more than 20 hours per week pursuant to the Asian Student Relief program are eligible to receive written permission to reduce their course load during the validity of their work permission.

If you have any questions regarding this student's eligibility to be employed, please contact this office.

Signature: _____ Date: ____/____/_____

Name: _____ Title: _____

Department: Office of International Students and Scholars, IC 125; Tel. 504-280-6021