

ON-CAMPUS EMPLOYMENT AUTHORIZATION/SSN ELIGIBILITY

Section 1: To be completed by student

Name: _____
(last) (first)

PSU ID: _____ Country of
Citizenship: _____

SEVIS # (on I-20): _____ I-20 expiration date (MM/DD/YYYY): _____

Passport expiration date (MM/DD/YYYY): _____ Do you need to apply for SSN? Y___ N___

I confirm that I have: Updated my local address in Banweb
 Registered full-time

Section 2: To be completed by hiring department official

PSU employing department: _____ **OR** Other employer (*on-campus, non-PSU entity; i.e. Aramark*)

PSU EIN: 36-4776757 EIN: _____

Job location/address: _____

Supervisor's name: _____ Phone: _____

Beginning date: _____ Hours/week: _____
(*Must be within the next 30 days*)

Job description: _____

This is to serve as notification that the above-named student has been offered employment.

I understand that F-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent quarter.

Hiring supervisor name: _____ Title: _____

Signature: _____ Date: _____

Section 3: To be completed by International Student Adviser/Designated School Official (DSO)

I have verified that this student is enrolled full-time, has been registered in SEVIS and is therefore eligible to accept employment on the Portland State University campus.

Authorization valid until: _____

DSO Name: _____ DSO Phone: _____

Signature: _____ Date: _____