

**BSU International Student and Scholar  
ON-CAMPUS EMPLOYMENT AUTHORIZATION REQUEST**

**Steps for receiving on-campus employment authorization for International Students (F-1/J-1) and Scholars (J-1)**

1. Obtain a job offer.
2. Do you have a Social Security Card? If yes, proceed to Step 7. If No, continue with Step 3.
3. Fill out the Social Security: On Campus Work Authorization for F-1 and J-1 Students Form located on the ISSS website.
4. Obtain the appropriate supervisor signature.
5. Obtain the appropriate ISSS signature.
6. Visit a Social Security Office and apply for a Social Security Number. You will need your passport, visa, I-20/DS-2019, I-94 and the completed **Social Security: On Campus Work Authorization for F-1 and J-1 Students Form**. It generally takes up to 2 weeks for your card to be mailed to you, but you may request your number in person by revisiting the same Social Security Office where you applied as early as 3 business days after you applied.
7. Complete the **BSU International Student and Scholar On-Campus Employment Authorization Request Form** located on the ISSS website.
8. Obtain the appropriate supervisor signature.
9. Obtain the appropriate ISSS signature.
10. Take the completed form, passport and Social Security Number to Human Resources in Boyden Hall room 103.

**OPT Considerations:**

- Are you on OPT or have you applied for OPT?
- You are not eligible for employment until you have received your EAD card. You will have to provide a copy of your EAD card to both ISSS and Human Resources.
- Your employment must be directly related to your academic major.



## BSU International Student and Scholar ON-CAMPUS EMPLOYMENT AUTHORIZATION REQUEST

**International Students (F-1/ J-1 ) and Scholars (J-1)** may engage in on-campus employment as long as they have obtained approval in writing from International Student and Scholar Services. Please note that working without proper authorization is a violation of your student status.

### **Part A: Student/Scholar Information *(completed by Student/Scholar)***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

Banner ID: \_\_\_\_\_ VISA Status:        F-1        J-1

- Statement of Understanding: This employment authorization is valid only for the employment opportunity and dates specified by the hiring department and approved by International Student Services (ISSS). Any changes or continued employment after one year will require new authorization by ISSS.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### **Part B: Employment Information *(completed by BSU Hiring Department)***

Name of BSU Hiring Department: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number of Work Hours/Week: \_\_\_\_\_

Anticipated Dates of Employment/Assistantship: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Part C: On-Campus Employment Authorization *(completed by ISSS Advisor)***

Student/Scholar Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_

DS-2019 or I/20 Expiration Date: \_\_\_\_\_ I-94 Number: \_\_\_\_\_ EAD Required:    Y    N

**Employment:**    **Approved**    **Denied.** If denied reason: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Name of ISSS (A)RO / (P)DSO: \_\_\_\_\_

Signature of ISSS (A)RO / (P)DSO: \_\_\_\_\_ Date: \_\_\_\_\_

Completed Form should be submitted to Human Resources Room #103 Boyden Hall.