



**Western Oregon University
On-Campus Employment Authorization (F-1 & J-1)**

International students must complete this form to request on-campus employment. After students submit this form to the International Students & Scholars Affairs office, an advisor will review the application and complete a letter for the student to use to obtain a Social Security Number.

International students may not work more than 20 hours during academic terms, but may work up to 40 hours per week during school breaks and authorized vacation terms.

TO BE FILLED OUT BY THE STUDENT:

Name: _____ ID Number: _____ Visa Type: F-1 J-1
(Last) (First)

Phone Number: _____ Level: Undergraduate Post-Bac Graduate

Do you currently have a Social Security Number? Yes No

TO BE FILLED OUT BY THE SUPERVISOR OF THE CAMPUS DEPARTMENT:

Department name: _____

Name of student's immediate supervisor: _____

Supervisor's phone number: _____

Supervisor's title: _____

Student's position title: _____

Employment start-date (start date must be within a week of completing this form: _____

How many work hours per week (approx.): 1-8 hours 9-15 hours 16-20 hours

Supervisor's signature: _____ Date: _____

ISSA Use Only:

I-20 or DS-2019 Program End Date: ____/____/____

I-94 shows D/S Enrolled Full-time SEVIS Record Updated (J-1 only)

Student named above has met all requirements to be granted on-campus employment authorization to work at Western Oregon University ONLY. Student may work up to 20 hours per week during academic terms (40 per week during breaks and vacations).

Designated School Official Signature: _____ Date: _____