



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

International students must complete this form to request on-campus employment. A student should submit this form to the Office of International Education and Development within two weeks before starting employment. An international student 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 the academic term, but may work up to 40 hours per week during school breaks and authorized vacation terms.

**TO BE FILLED OUT BY THE STUDENT:**

Name: \_\_\_\_\_ WOU ID Number: \_\_\_\_\_  
(Last) (First) (Middle)

Phone Number: \_\_\_\_\_ Visa Type:  F-1  J-1

Current Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Level:  Undergraduate  Post-Baccalaureate  Graduate

Do you currently have a Social Security Number?  Yes  No

**TO BE FILLED OUT BY THE SUPERVISOR OF THE CAMPUS DEPARTMENT IN WHICH THE INTERNATIONAL STUDENT HAS FOUND A JOB:**

Department name: \_\_\_\_\_

Name of student's immediate supervisor: \_\_\_\_\_

Supervisor's phone number: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Student's position title: \_\_\_\_\_

Student's responsibilities: \_\_\_\_\_

Estimated Employment start-date: \_\_\_\_\_

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

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OIED Use Only:** I-20 or DS-2019 Program End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Correct I-94 Card  Enrolled Full-time

Immigration Registered  Passport Current

Student named above has met all requirements to be granted on-campus employment authorization to work at Western Oregon University ONLY. While the student maintains their immigration and academic status, he/she may work up to 20 hours per week during academic terms and 40 per week during breaks and vacations.

Designated School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_