

### **ON-CAMPUS EMPLOYMENT CONFIRMATION FOR F-1 STUDENTS**

International students who hold F-1 student visa status must have the following information completed in order to request an Immigration Status Verification Form (ISVF) at the International Student and Scholar Institute (ISSI). Upon confirming the on-campus employment, the ISSI will issue an ISVF. Students must submit the ISVF as well as other required documents at a nearby office of Social Security Administration Office to apply for a Social Security Number.

<b>I. PERSONAL INFORMATION (as it appears on passport and form I-20)</b>	
Last Name:	First Name:
Date of Birth: <small>(mm/dd/yyyy)</small>	Northeastern ID#:
<b>II. EMPLOYMENT INFORMATION</b>	
<b>Employer Identification Number (EIN)</b>	<b>04-1679980</b>
On-campus employer name and address:	
Nature of employment:	
On-campus employment start date:	
Number of work hours per week: <i>(Note: Student <b>cannot</b> work more than 20 hours/wk. when school is in session)</i>	_____ Hours/per week
Name and title of student's immediate supervisor	
Supervisor's contact information:	
On-campus extension:	E-mail:
Supervisor's signature and date:	
Signature:	Date:
<b>III. CERTIFICATION BY THE INTERNATIONAL STUDENT &amp; SCHOLAR INSTITUTE (ISSI)</b>	
<i>I, as a Designated School Official (DSO), certify that the student named above is an F-1 student visa holder who is currently enrolled full-time at Northeastern University. The student has been offered on-campus employment as described above.</i>	
Name and Title of Designated School Official:	
Signature:	Date: