Who should complete this application?

All eligible F-1 students who have been offered a qualifying on-campus job (which is **physically located** on the Northeastern University’s campus) and do not have a Social Security Number (SSN).

If you already have a SSN and/or another on-campus job, you **do not** need to request an on-campus employment form from the OGS.

Is there anything I should know before completing this application?

- Students may work up to 20 hours per week while school is in session, and up to 40 hours per week during periods when school is not in session or during summer vacation. Graduating students are allowed to work until the last day of university finals. Please visit the Registrar’s calendar for additional information on university finals for specific Colleges/programs here: [http://www.northeastern.edu/registrar/calendars.html#future](http://www.northeastern.edu/registrar/calendars.html#future).

- Students who have been awarded a stipend graduate assistantship (SGA) cannot have additional on-campus employment.

- Students participating in full-time Curricular Practical Training (Co-op) and Pre-Completion Optional Practical Training (Pre-OPT) **may not** simultaneously work on-campus.

How do I complete and submit this application?

Print out the On-Campus Employment Letter and complete Section I (Personal Information). Have your supervisor complete and sign Section II (Employment Information). Once Section I and II are completed and signed, you must log into MyOGS, upload the On-Campus Employment Letter, and submit the e-form.

The e-form can be found at: [https://myissi.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormStudentOnCampusWorkAuthorization1ServiceProvider&menuFlag=true](https://myissi.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormStudentOnCampusWorkAuthorization1ServiceProvider&menuFlag=true)

How will I know that my letter is ready for pick-up, and what are next steps?

Student will receive an e-mail from the OGS when the form has been signed by a Designated School Official (DSO) and is ready for pick-up. The processing time is five business days.

The DSO-signed letter can be presented to the Social Security Administration in order to apply for a SSN.

After you apply for SSN and before you begin working, please visit the Student Employment Office (271 Huntington Avenue, Suite 276) and bring the following documents:

- Passport
- Copy of I-94
- I-20
- On-campus employment letter from OGS
- Receipt from Social Security Administration

Using these documents, you will complete a Form I-9 for Employment Eligibility Verification.
This form is necessary if the student employee does not have a Social Security Number (SSN). A student requesting permission to work on campus must first have completed the check-in process at the OGS. The student must report a SSN to Student Employment Office as soon as possible in order to finish the employment authorization procedure. Employment may not begin before the Form I-9 is filed. A student participating in Curricular Practical Training (CO-OP) and Pre-Completion Optional Practical Training (Pre-OPT) may not simultaneously work part-time on campus.

I. PERSONAL INFORMATION (as it appears on passport)

<table>
<thead>
<tr>
<th>Last/Family Name:</th>
<th>Given Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth (mm/dd/yyyy):</td>
<td>Northeastern ID#:</td>
</tr>
</tbody>
</table>

I understand that I cannot start work until an I-9 has been completed and that I cannot engage in OPT or CPT while working on campus. I will report my SSN to the Student Employment Office as soon as I know it.

Student Signature:                                                                                          Date:

II. EMPLOYMENT INFORMATION: To be completed by student’s immediate supervisor

| Employer Identification Number (EIN): 04-1679980 |

On-campus employer department and address:

Job Title/ Responsibilities:

On-campus employment hire date*:

__________________________ (mm/dd/yyyy)

Number of work hours per week*:

__________________________ Hours per week

*Important: This is the first day of work for pay and will be used as the hire date on the I-9 form. Allow time for Social Security application and/or I-9 process. Social Security does not accept applications made earlier than 30 days before hire date. Employment may not begin before the Form I-9 is filed.

*Important: Students cannot work more than 20 hours/week when school is in session.

Supervisor Information:

<table>
<thead>
<tr>
<th>Name __________________________</th>
<th>Telephone __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title ________________________</td>
<td>E-mail __________________________</td>
</tr>
<tr>
<td>Supervisor Signature __________</td>
<td>Date __________________________</td>
</tr>
</tbody>
</table>

*Important: This form is intended only for hourly paid student on-campus employment. If the position is a Stipended Graduate Assistantship (SGA), please speak to a Designated School Official at the OGS for a different form.