



OFFICE OF INTERNATIONAL PROGRAMS

To Whom It May Concern:

Part A: Nonimmigrant's Information (Completed by Student)

Name: _____ / _____ / _____
(Family/Last) (Given/First) (Middle I.)

Date of Birth: Month: _____ Day: _____ Year: _____ Immigration Status F-1

Part B: Identification of Employer (Completed by Hiring Department/Supervisor)
*Please **do not** edit any information on this form. If anything is crossed or whited out, the form will be rejected by the Social Security Office.
*Please note that international students in F-1/J-1 status may work no more than 20 hours per week while classes are in session. They may work full time during eligible breaks and vacation term.

Employer Telephone Number: _____

Position Title: _____

Anticipated Dates of Employment:

From: Month: _____ Day: _____ Year: _____ To: Month: _____ Day: _____ Year: _____

**Please note employment end date cannot go beyond student's program end date*

Approximate Number of Hours Per Week: _____

Nature of Employment/Service (e.g., cashier, research assistant, research fellow appointment, library aide, teaching in exchange for reduced tuition, etc.):

Part C: Names and Original Signatures (Completed by Salve Regina Hiring Department)

Hiring Department/Supervisor Name: _____

Signature: _____ Date: _____

Part D: Names and Original Signatures (Completed by OIP Staff)

The following student is in lawful F-1 nonimmigrant status at Salve Regina University. S/he is eligible for employment under US immigration regulations

OIP Staff Signature: _____ Date: _____

Working While Awaiting an SSN

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.