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| On-Campus Employment Offer Form |

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| **Student Completes This Section** |
| Last Name- | First Name- |
| Student ID Number- | Visa Type- ☐ F-1 ☐ J-1  |
| I-94 Record Number- | Please visit the U.S. Customs and Border Protection (CBP) website at <https://i94.cbp.dhs.gov/I94/#/recent-search> to retrieve your most recent I-94 record number and to print a copy of your Form I-94. |
| Is this your initial semester at Missouri S&T? ☐ Yes ☐ No | If this is your initial semester at Missouri S&T, what was your Port of Entry (POE) arrival date? |

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| **Campus Employer Completes This Section*****The student whose name is listed above has been made an offer of on-campus employment.*** |
| Department or Campus Organization Name- |
| Student’s Job Category-(Example- food service staff, library aide, department grader, front desk worker, graduate assistant, etc.) |
| Employer Identification Number (EIN)- |
| Employer’s Phone Number- | Employer’s Physical Address- |
| Employment Start Date- Click or tap to enter a date. | Average Number of Hours/Week- |
| **Original** Signature of Supervisor and Date- | Supervisor’s Printed Name- |

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| **International Advisor Completes This Section** |
| As the International Advisor of the student whose name is listed above, I confirm that they are eligible for on-campus employment at Missouri University of Science and Technology and have an active SEVIS record. This student’s initial SEVIS registration was completed on-  |
| **Original** Signature of International Advisor and Date- | International Advisor’s Printed Name-  |

**F-1 and J-1 students are prohibited from working off-campus without advance permission from the USCIS.**

**Please see the reverse side for additional information about on-campus employment.**

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| **On-Campus Employment****What is on-campus employment**?On-campus employment takes place on school premises and the student employee is paid by Missouri S&T for the work. Employment may also take place at an off-campus location that is educationally affiliated with Missouri S&T. The affiliation must be associated with the school’s established curriculum or related to contractually funded research projects. An example of an off-campus location is the EMC Lab. Employment with Chartwells, the company contracted by Missouri S&T to provide dining services and catering for the campus, is also allowed.**Where can I work?**Student employment positions may be available at the library, bookstore, rec center, academic and support departments, Chartwells, and other places on campus. A Graduate Assistantship (GA, GTA, GRA) is also considered on-campus employment. A great job search tool, offered by the Office of Career Opportunities and Employer Relations, is JobBoardly. Find out more about JobBoardly at <https://career.mst.edu/resources/jobboardly/>. Please visit Student Employee Resources provided by the Department of Human Resources at <https://hr.mst.edu/resources/student-employees/> for details about the student-employee hiring process.**When will I be eligible for on-campus employment?**Eligibility for on-campus employment begins in your first semester at Missouri S&T after your SEVIS record has been validated from **INITIAL** to **ACTIVE** status. To remain eligible, your SEVIS status must be kept in ACTIVE status and all other academic and immigration requirements followed. Eligibility for on-campus employment **EXPIRES** on the same day that your academic program ends. Your program end date can be found on your I-20/DS-2019.**Who will approve or authorize my request for on-campus employment?**The authorization for on-campus employment will be provided by your International Advisor.**What steps are needed?**After you receive an offer for qualifying on-campus employment you will need to complete an On-Campus Employment Offer Form and submit it to your International Advisor for approval **BEFORE** beginning employment.**What else should I know?**The maximum number of hours student employees may work on-campus during the fall and spring semesters is 20 hours per week. Student employees may work up to 40 hours per week during the Thanksgiving and spring breaks, as well as during winter break and the summer session.**F-1 and J-1 students are prohibited from working off-campus without advance permission from the USCIS.** |

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| **Social Security Administration**A Social Security Number is required to work in the United States. Please visit the Social Security Administration website at <https://www.ssa.gov/number-card> to learn more about eligibility and applying for a Social Security Card. The Social Security Administration may require the following documents as part of the application process:* Form SS-5, available at <https://www.ssa.gov/forms/>
* Select “Other” as your citizenship category on line 5
* Only original and hand-signed forms will be accepted
* Form I-94, available at <https://i94.cbp.dhs.gov/I94/#/recent-search>
* Expired forms will not be accepted. The expiration date is located at the bottom right corner of the form.
* Form I-20 or DS-2019
* Only original and hand-signed forms will be accepted
* On-Campus Employment Offer Form
* Only original and hand-signed forms will be accepted
* F-1 or J-1 visa
* Valid passport

To avoid delays or denials in application processing, the Social Security Administration recommends waiting a minimum of 10 days after arriving in the United States and a minimum of 2 days after your initial SEVIS record has been registered into **active** status before applying for a Social Security Card. **United States Social Security Administration- Rolla, MO location:**Street Address- 1813 East 10th Street, Rolla, MO 65401 | Phone- (800) 551-2056Office Hours- Monday through Friday, 9:00 am through 4:00 pm (excluding federal holidays)**The Social Security Administration office is no longer accepting walk-ins. You must schedule an appointment in advance by calling your SSA local office at (800) 551-2056.** |