



A. This section is to be completed by student's employer/department:

This letter serves to confirm that _____ is or will be employed on-campus with the _____ Department, in the position of _____, beginning on _____ for _____ hours a week. The student's position is described as follows: _____

Sincerely,

Dept. Representative Signature Print Name and Title Phone Date

B. This section is for Language Training Students ONLY, and must be completed by the English Language Center (ELC):

The ELC policy at Vanderbilt is that ELC students may only apply for on-campus employment after completing one semester (two six-week terms) at the ELC. This restriction is to ensure that students immerse themselves in their language studies and focus on improving their proficiency level. After this initial study period, ELC students should speak to the ELC Director if they would like to seek authorization for working on campus.

ELC Administrator Signature Date

C. This section is to be completed by International Student & Scholar Services:

As provided by 8CFR 214.2(f)(9)(i) or 22 CFR 62.23(g)(1)(i-ii), this Designated School Official/Responsible Officer certifies that the above named student is allowed to work on-campus a cumulative maximum of 20 hours per week during school sessions, and full-time during vacation periods and summer. Conditions to this employment are that the student must maintain valid F-1 or J-1 student status at Vanderbilt University.

As the student is in F-1 or J-1 visa status through Vanderbilt, he/she should present his/her passport, I-94 card, and I-20 or DS-2019, in addition to this form.

I confirm that this student is enrolled full-time at Vanderbilt University.

Designated School Official/Responsible Officer Date

- Sherif Barsoum, Director, ISSS; Marci Angevine, International Student & Scholar Adviser; Heather Jones, International Student & Scholar Adviser; Heather Young, Assistant Director, ISSS; Radhika Reddy, International Student & Scholar Adviser

IMPORTANT NOTE: After receiving the SSN, students MUST first take their card to the Registrar's Office (Baker Building 110), then to ISSS, and then to Human Resources. Students will have problems with their VUNETID if they fail to take their SSN card to the Registrar's Office first.