



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,

Supervisor Signature _____ Print Name and Title _____ Phone _____ Date _____

I understand that international students (on F-1 or J-1 Visa) cannot work more than 20 hours a week while classes are in session. Students that work more than 20 hours a week, while classes are in session, will have their immigration record terminated and will be required to leave the U.S. Reentry to the U.S. is not guaranteed. Supervisor Initial _____ Student Initial _____

B. 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 record, and I-20 or DS-2019, in addition to this form.

I confirm that this is a Vanderbilt University student in good immigration standing and has been validated in SEVIS.

Designated School Official/Responsible Officer _____

Date _____

- Heather Young, Assistant Director, ISSS
- Radhika Reddy, Int'l Student & Scholar Adviser
- Michelle Kovash, Int'l Student & Scholar Adviser

- Marci Angevine, Int'l Student & Scholar Adviser
- Heather Jones, Int'l Student & Scholar Adviser

IMPORTANT NOTE: After receiving the SSN, students MUST first take their SSN card to the Registrar's Office (Baker Building 110), then to Human Resources to update the I-9. Students will have problems with their VUNETID if they fail to take their SSN card to the Registrar's Office first.