

## ON-CAMPUS EMPLOYMENT AUTHORIZATION /SSN ELIGIBILITY

### Section 1: To be completed by student

Name: \_\_\_\_\_  
(first) (last)

PSU ID: \_\_\_\_\_ Country of  
Citizenship: \_\_\_\_\_

SEVIS # (on I20): \_\_\_\_\_ I-20 expiration date (MM/DD/YYYY): \_\_\_\_\_

Passport expiration date (MM/DD/YYYY): \_\_\_\_\_ Do you need to apply for SSN?  Yes  No

I confirm that I have: Updated my local address in Banweb  
Registered fulltime

### Section 2: To be completed by hiring department official

PSU employing department \_\_\_\_\_ OR Other employer (on campus, not PSU entity, e. Aramark)

PSU EIN: 36-4776757 EIN: \_\_\_\_\_

Job location/address: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Hours/week: \_\_\_\_\_

(Must be within the next 30 days)

Job description: \_\_\_\_\_

This is to serve as notification that the abovenamed student has been offered employment.

I understand that students are not eligible to work more than 20 hours per week while still in progress of Full permitted during vacation periods, provided the student intends to register for the subsequent quarter.

Hiring supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: To be completed by International Student Adviser/Designated School Official (DSO)

I have verified that this student is enrolled and registered in SEVIS and is eligible to accept employment at Portland State University campus.

Authorization valid until: \_\_\_\_\_

DSO Name: \_\_\_\_\_ DSO Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_