[Date]

RE: On Campus Employment

Dear PDSO/DSO Team:

[NAME], a full-time student at Nichols College was offered a job on campus in my department.

**I understand international students do not qualify for Federal Work Study. International students cannot work off campus unless there are extenuating circumstances and approved by Homeland Security before working.**

The position will not exceed the limits of “on-campus employment” required by the Department of Homeland Security for an F-1 student, meaning that he/she will work **no more than 20 hours per week while classes are in session; no more than 40 hours per week during breaks.**

|  |
| --- |
| Department Name: |
| Supervisor Name: |
| Supervisor Title: |
| Days and Hours student will work: |

**Earning Details:**

|  |
| --- |
| Start date:  |
| Hourly Wage: |
| Hours Per Week:  |
| Total of less than:20 hours |

Student **HAS/DOES NOT YET HAVE** (highlight one) a US Social Security Card

|  |  |
| --- | --- |
| Work Supervisor (Printed)  | Date:  |
| Work Supervisor (Signature) |  |
| Supervisor Contact Info | Phone/email |
| PDSO/DSP Name and approval: Kristen Malinowski-Paine | Signed: |