



F-1 VERIFICATION OF ELIGIBILITY FOR ON-CAMPUS EMPLOYMENT REQUEST FORM

This handout should be used by non-immigrants in F-1 student status to request a letter of employment eligibility for on-campus employment at Georgetown University. It should also be used by students in F-1 status as part of the documentary evidence required when applying for a Social Security number (SSN). **Please note:** Students in F-1 status who intend to work on-campus must obtain a SSN from the Social Security Administration (SSA). Georgetown's Payroll Office will not issue paychecks to students who are unable to provide verification of immigration status and a valid SSN. Students are also urged to contact Shannal Sullivan in the GU Tax Office (202-687-1158) to determine eligibility for tax treaty benefits and to establish exemption from Social Security and FICA taxes.

ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

A student in valid F-1 status may participate in on-campus employment. This employment may be for no more than 20 hours per week while school is in session. On-campus employment may be full-time, however, during any official school breaks or vacation periods, such as the summer session.

On-campus employment primarily means work performed on the premises of Georgetown University. This includes employment with Georgetown University or with any on-location commercial firms *which provide direct services to students on-campus*, such as the Marriott cafeterias. It does not, however, include employment on the school's premises with commercial firms that provide indirect services to students, such as employment with a firm constructing a new building on campus.

OBTAINING ON-CAMPUS EMPLOYMENT AUTHORIZATION

If you have a Social Security number:

To receive verification of F-1 status for on-campus employment when you are already in possession of a Social Security number, please complete this application form and return it, along with a **photocopy of both sides of your I-94 card**.

If you do not have a Social Security number:

To receive verification of eligibility for on-campus employment as supplementary documentation for your Social Security application, please complete this application form and return it to OIP, along with a **copy of both sides of your I-94 card and an ORIGINAL LETTER of employment (on letterhead) written and signed by your direct supervisor stating:**

- Your name
- Nature of the job
- Anticipated or actual employment start date
- Number of hours you are expected to work
- Employer Identification number- if GU, the EIN is 530196603
- Employer contact information, including telephone number and the name of the F-1 student's immediate supervisor
- Supervisor's printed name, original signature, title, and contact information

PLEASE ALLOW 3 DAYS FOR PROCESSING

Date: _____ Last Name: _____ First Name: _____

Telephone: _____ Email: _____ Student ID#: _____

Degree and Major: _____ Expected Completion Date: _____

Will you be using this letter to apply for a Social Security number? YES* NO

*You must attach an original job offer letter from your GU employer.