

EVERGREEN

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OFFICE OF INTERNATIONAL PROGRAMS & SERVICES

International Student Employment Certification

This letter certifies that the student named below has been hired for an on-campus or approved off-campus student work position with The Evergreen State College.

Student name _____

Visa type: _____ Valid until: _____
(attach copy of I-20 or DS-2019)

Position title: _____

Name of supervisor: _____

Supervisor signature: _____

If you have any questions about the student named above, please contact Teresa Woods-Santoso in the Office of International Programs & Services at 360-867-5625.

Thank you,

Teresa Woods-Santoso
Coordinator, International Programs & Services

Instructions: Employing International Students

Highlights

- International students with an F-1 or J-1 visa are eligible to work on-campus.
- Ask to see a student's passport with F-1 or J-1 documentation. This will include INS form I-20 for F-1 students and INS form DS-2019 for J-1 students.
- Permanent residents must complete an I-9 form, but do not require additional documentation.
- International students must apply for a social security number after they have been offered an on-campus job.

Background

There have been some changes in Federal regulations that now require international students to verify that they have an on campus or approved off-campus job before a social security number can be issued. The social security office cannot issue international students a social security number if they have not been offered a job.

Use the attached form to verify on-campus student employment and ask the student to bring the form to me for my signature.