

# On-Campus Employment



Office of International Student Affairs  
1002 N. First Street, Vincennes, IN 47591  
Phone: 812-888-4301 | Fax: 812-888-4103  
Email: [intstudent@vinu.edu](mailto:intstudent@vinu.edu)

Dear Hiring Supervisor,

International students who have an F-1 student visa are qualified by federal regulations to work on-campus (including Sodexo). While school is in session, regulations limit international students to a maximum of 20 hours of work per week. During official school breaks, international students may work up to 40 hours per week. The procedure for hiring an international student is as follows:

- Fill out this On-Campus Employment form and return the form to International Student Affairs along with a completed HR Blue Sheet for "employment authorization signature". The Blue Sheet will be returned to you.
- After these forms are received, the student will apply for a social security number which typically take 2-3 weeks.
- Once the SS Number is issued and the card is received, the student should provide the card to their hiring supervisor. Please send a copy of the SS card to HR along with the Blue Sheet.
- **Please note: do NOT allow the student to begin working until they have submitted their SS card.**

## TO BE COMPLETED BY THE STUDENT

Family Name:	Given Name:
Date of Birth:	SEVIS Number:

## TO BE COMPLETED BY THE VU EMPLOYER

On-campus department name: \_\_\_\_\_

Hiring supervisor name: \_\_\_\_\_ Office phone: \_\_\_\_\_

Position offered to student: \_\_\_\_\_

Start date: (should be at least three weeks into the future) \_\_\_\_\_

Work location: \_\_\_\_\_ Expected average hours per week: \_\_\_\_\_

Hiring supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL STUDENT AFFAIRS

I confirm that this student is enrolled as a full-time international student at Vincennes University and is authorized for on-campus employment.

International Student Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_