



A. This section is to be completed by student's employer/department

This letter serves to confirm that _____ is or will be employed on-campus with the _____ Department, in the position of _____, beginning on _____ for _____ hours a week. The student's position is described as follows: _____

Sincerely,

Supervisor Signature _____ Print Name and Title _____ Phone _____ Date _____

I understand that international students (on F-1 or J-1 Visa) cannot work more than 20 hours a week while classes are in session. Students that work more than 20 hours a week, while classes are in session, will have their immigration record terminated and will be required to leave the U.S. Reentry to the U.S. is not guaranteed. Vanderbilt policy limits work on campus to an average of 19 hours a week, while classes are in session. Supervisor Initial _____ Student Initial _____

B. This section is to be completed by International Student & Scholar Services

As provided by 8CFR 214.2(f)(9)(i) or 22 CFR 62.23(g)(1)(i-ii), this Designated School Official/Responsible Officer certifies that the above named student is allowed to work on-campus a cumulative maximum of 20 hours per week during school sessions, and full-time during vacation periods and summer. Conditions to this employment are that the student must maintain valid F-1 or J-1 student status at Vanderbilt University.

As the student is in F-1 or J-1 visa status through Vanderbilt, he/she should present his/her passport, I-94 record, and I-20 or DS-2019, in addition to this form.

I confirm that this is a Vanderbilt University student in good immigration standing and has been validated in SEVIS.

Designated School Official/Responsible Officer _____

Date _____

- Annette M. Burris, Associate Director, ISSS
 Jillian Hautman, Int'l Student & Scholar Adviser
 Margaret (Peggy) Knupp, Admin Assistant II, ISSS

- Andrea Pietrzyk, Assistant Director, ISSS
 Radhika Reddy, Sr. Int'l Student & Scholar Adviser

NOTE: After receiving the SSN, students MUST first take their SSN card to the Registrar's Office (Baker Building 110), then to Human Resources to update the I-9. Students will have problems with their VUNETID if they fail to take their SSN card to the Registrar's Office first. Also, update your SSN with the Student Health Center.