Portland State
UNIVERSITY

ON-CAMPUS EMPLOYMENT AUTHORIZATION/SSN ELIGIBILITY

Section 1: To be completed by student

Name: _____   _____
             (first)   (last)

PSU ID: _____   Country of
Citizenship: _____

SEVIS # (on I-20): _____   I-20 expiration date (MM/DD/YYYY):_____

Passport expiration date (MM/DD/YYYY):_____   Do you need to apply for SSN?   Y____   N____

I confirm that I have: ☐ Updated my local address in myPSU
                                     ☐ Registered full-time

Section 2: To be completed by hiring department official

PSU employing department: **OR**   Other employer *(on-campus, non-PSU entity; i.e. Aramark)*
_____   _____
PSU EIN: ____36-4776757____   EIN: _____
Job location/address: _____

Supervisor's name: _____   Phone: _____

Beginning date: _____   Hours/week: _____
(Must be within the next 30 days)
Job description: _____

This is to serve as notification that the above-named student has been offered employment.

I understand that F-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent quarter.

Hiring supervisor name: _____   Title: _____

Signature: _____   Date: _____

Section 3: To be completed by International Student Adviser/Designated School Official (DSO)

I have verified that this student is enrolled full-time, has been registered in SEVIS and is therefore eligible to accept employment on the Portland State University campus.
Authorization valid until:_____

DSO Name: _____   DSO Phone: _____

Signature: _____   Date: _____