

# CAL POLY HUMBOLDT

International Programs • College of Extended Education & Global Engagement

## On-Campus Employment Authorization

### Definitions

All international students must obtain written approval from their program sponsor (immigration advisor) before beginning any type of employment. Authorization is employer-specific; if you change jobs, you must obtain new authorization before working. Changes include position, hiring unit, and multiple on-campus jobs. Authorization by an immigration advisor in International Programs is required.

### Procedures

1. Request on-campus employment authorization before beginning employment by submitting the completed **On-Campus Employment Authorization Request Form** (this form).
2. Eligible and complete requests will be processed by an immigration advisor in International Programs, and reported in the Student and Exchange Visitor Information System (SEVIS).
3. You will be notified by email when the authorization has been approved. An Employment Authorization Letter will be ready for you to pick-up at International Programs.

Once approved, you may use your Employment Authorization Letter and original job offer letter on hiring department's letterhead to apply for a Social Security number.

### On-Campus Employment Rules

1. You must show your Employment Authorization Letter to your employer in order to complete the on-campus hiring process.
2. On-campus employment authorizations may not exceed 20 hours per week during the semester.
3. The on-campus employment authorization is invalid if the student graduates, fails to maintain status, or transfers out of Cal Poly Humboldt.
4. To renew an on-campus employment authorization or report changes, please re-submit the On-Campus Employment Authorization Request Form.
5. Pursuant to federal regulations, J-1 on-campus employment authorization is granted for a maximum of 12 months.

# On-Campus Employment Authorization Request

## Part A: Student Information

**This section to be completed by the student.**

1. Name: \_\_\_\_\_  
Family name (Last) First name (Given)

2. Email: \_\_\_\_\_ 3. Date of birth: \_\_\_\_\_

4. Humboldt Student ID #: \_\_\_\_\_ 5. SEVIS #: \_\_\_\_\_

6. I am an:  F-1 visa holder  J-1 visa holder

7. Please select your current program:

Undergraduate  Graduate  Bilateral Exchange  Humboldt Study California

### Statement of understanding

I have maintained valid immigration status since I began my course of study at Cal Poly Humboldt.

Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part B: Employment Information

**This section to be completed by the hiring department.**

Students must obtain written approval from an immigration advisor in International Programs before beginning any type of employment.

1. Name of Cal Poly Humboldt hiring department: \_\_\_\_\_

2. Student's Position/Title: \_\_\_\_\_

3. Number of hours (per week): \_\_\_\_\_

4. Requested dates of employment/fellowship/assistantship:

Period from: \_\_\_\_\_ to: \_\_\_\_\_  
(must be a current or future date) (may not exceed one year)

Supervisor name: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part C: On-Campus Employment Authorization

**This section to be completed by the immigration advisor.**

Approved  Denied for the following reason: \_\_\_\_\_

Name of ARO/DSO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_