

**On-Campus Employment Authorization Letter**

Please **PRINT** your information below. This information will be used to update your SEVIS record & must be accurate. If we are not able to read your request will not be approved. *Students in the English Language Institute (ELI) are not permitted to work until they are in their program of study.*

**STUDENT SECTION**: *Please complete this section of the form if you are the student.*

LAST Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current I-20/DS-2019 End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Visa type, excluding ELI students: \_\_\_\_F‐1 \_\_\_\_J‐1
UNCP Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rights & Responsibilities**

1. I will not work without prior approval from OGE & without the On-Campus Employment Authorization Letter.
2. I will not work more than 20 hours a week, otherwise it will be a violation of my status.
3. I will only work on-campus, meaning UNCP will be issuing my paycheck.
4. I will only work from the first day of the semester until the last day, prior to exams.
5. I will not work past my program completion, which will be the last day of my last semester, prior to exams.
6. I will not delay my program of study for employment purposes.
7. I understand employment is secondary to the primary purpose of my status, which is to be a student.
8. I will work with the Payroll Office to complete all required employment forms.
9. I will obtain my Social Security Number (SSN), is needed.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**EMPLOYER SECTION**: *Please complete this section of the form if you are the on-campus employer. This form is not to be used for Assistantships.*

Employing Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: students can work only between the first day of the semester & the last day, prior to exams, each semester. Student must request a new approval for work form OGE & a new On-Campus Employment Authorization Letter every semester & summer session.

Number of hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: F-1/J-1 students are not permitted to work more than 20 hours a week. If 20 hours a week is exceeded it will be considered a violation of status & the student’s SEVIS record will be terminated.

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