



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: