

ON-CAMPUS EMPLOYMENT FOR F-1 STUDENTS

Procedure:

Student must submit to the Office of International Affairs (OIA) a completed On-Campus Employment Authorization Form (OEA) to: Mrs. Candace Alphonso-Moore, OISS, Grossley Hall - Room 115A or email: cmoore@desu.edu. The form must be completed by the student and the hiring department BEFORE submitting it to the OIA and it will not be *signed unless it is accurately completed. F1 Students may work 20 hours (par-time) per week during the official semesters (Fall and Spring). F1 Students may work 35-40 hours (full-time) during designated university breaks (Winter/Summer). Students CANNOT submit an On-campus work authorization form with a past begin date, the form will be returned to you to change the date!

****Please note, the OEA form is signed within 24 hours from the date the student submits his/her payroll required employment documents via email to cmoore@desu.edu.***

Please follow the below steps for applying for your on-campus employment:

- 1) Student completes the On-Campus Employment Authorization Form; Section I**
 - a. Student's Supervisor Completes Section II**
 - b. OIA Director completes Section III (DO NOT SUBMIT THE FORM TO THE OIA OFFICE UNLESS SECTIONS I & II ARE COMPLETED)**
- 2) Student submits the OEA Form to OIA;**
- 3) OIA emails the payroll required forms and instructions to student;**
- 4) Student completes the payroll required employment forms and emails them to cmoore@desu.edu;**
- 5) OIA receives/reviews payroll required employment forms and emails forms and on-campus employment form to payroll and cc's student;**
- 6) Student's responsibility to submit the on-campus employment authorization form to Student Employment office AND any other required office(s);**
- 7) Student cannot begin working until he/she receives an email from the Payroll/Student Employment Office. Please do not contact my office regarding the date you can begin working, YOU MUST WAIT/CONTACT THE PAYROLL OFFICE.**
 - *(If student needs SSN)* Student takes the completed OEA form to the Social Security Office, and applies for a social security card. (Form SS-5) www.ssa.gov. take the OEA Form to the Social Security Office at *Blue Hen Corp Center, 655 S. Bay Rd, Dover, DE 1990. The Office is located on the 1st Floor: M-F 9am-4pm. (1-877-701-2141).* Submit a copy of the OEA Form and a copy of the social security card to the DSU Student Employment Office. **DO NOT BEGIN WORKING UNTIL YOU RECEIVE AN EMAIL FROM THE DSU PAYROLL OFFICE.**
 - *(If student has a SSN)* Student submits the OEA form and copy of his/her social security card to the DSU Student Employment Office. **DO NOT BEGIN WORKING UNTIL YOU RECEIVE AN EMAIL FROM THE DSU PAYROLL OFFICE.**

Students who begin working without a signed OEA Form from our office **AND** the email from the DSU Payroll office are in violation of his/her F-1 Student Visa status and may be terminated jeopardizing his/her F1 Student Visa.



Office of International Affairs

Delaware State University
Grossley Hall, Room 115
Dover, DE 19901
302-857-6474 (voice) 302-857-6567 (fax)

On-Campus Employment Authorization Form

Section I: To be completed by Student Graduate Student Undergraduate Student Phone No. _____

Student Name: _____ D#: _____

Address in YOUR home Country: _____

Email: _____@students.desu.edu Current Address: _____

Passport No.: _____ Passport issue date _____ expiration date _____

I confirm that I am registered as a full time F-1 student and I will not begin working until I am notified by the DSU Payroll Office/Student Employment Office and receive work authorization from the Office of International Affairs.

Signature: _____ Date: _____

Section II: To be completed by DSU Hiring Official

DSU Employing College/Office/Department: _____

DSU Employer Identification Number: **510305893** Job Location: _____

Supervisor's Name (please print): _____ Phone: _____

Begin Date: _____ End Date: _____ Hours per week: _____

Job Description: _____

This is to serve as notification that the student listed above has been offered employment with our office/department. 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 semester. I also understand that F-1 Students MUST receive approved work authorization from the Office of International Affairs AND an email from the Payroll Office/Student Employment Office with a work start date. Students who do not follow this procedure are in violation of his/her F-1 Student Visa which will jeopardize his/her status as a F-1 Student at Delaware State University.

Signature: _____ Title: _____ Date: _____

Section III: To be completed by International Student Adviser:

This is to certify that the above student is in lawful immigrant status at **Delaware State University**. She/he has been offered on-campus employment (see details above) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 2142 (f)(9)(i). F-1 students are entitled to work up to 20 hours per week maximum during school sessions and full-time (up to 35) during vacation periods. I have verified that this student is enrolled full-time, is registered in SEVIS and is therefore eligible to accept employment on the campus of Delaware State University.

signature: _____ Date: _____ Title: Director