MONTGOMERY COLLEGE

ON-CAMPUS EMPLOYMENT ELIGIBILITY FOR F-1 VISA/STATUS HOLDERS

M-1 VISA/STATUS AND WDCE ESL STUDENTS ARE NOT ELIGIBLE FOR ON-CAMPUS EMPLOYMENT

Step One: Have your International Coordinator sign this form to show that you are in valid F-1 status.

Step Two: Use this form, along with the Social Security On-Campus Work Authorization for F-1 Students form if you do not have a Social Security Number, when you Interview with your prospective on-campus employer.

Step Three: If you are offered a job, and accept it, complete the other paperwork required with your new Supervisor. If you need a Social Security Number have your supervisor complete the "On-campus" form referred to above and submit your letter from Social Security (or your card) to MC Human Resources.

MEMORANDUM

To: On-campus Employment Supervisor- ***THANK YOU FOR YOUR INTEREST IN THIS STUDENT***!

From: _____, International Student Coordinator

Date: _____

Student: _____

I have discussed with the above-named student the responsibilities of working while attending school. This student is currently in valid F-1 status, not undergoing Reinstatement, and is eligible to undertake employment at the College.

Signature of International Coordinator _____ Physical or Digital signature Required

By Signing below the student named above verifies that they understand the following:

1) Student must have a valid, not expired, I-20 for F-1 status and be a continuing student at the College to work on-campus. After graduation students can no longer work on-campus.
2) Student must be eligible for, and have applied for, a Social Security Card to begin working.
3) Student MUST be enrolled and attending full time (12 Billing hours or more) each regular term. If part-time enrolled, MUST have DSO authorization.
4) Student MUST be in good academic standing (2.0 gpa) and making 'normal' progress toward a degree to work on- campus
5) Student must review and complete this form EACH SEMESTER (if requested) to verify that information has not changed.
6) If the student violates status at ANY TIME they must IMMEDIATELY stop employment.

Student signature_____ Date_____