



Alcorn State University

Office of Admissions International Student Work Authorization Form

_____ NEW HIRE _____ RE-HIRE _____ CHANGE _____ TERMINATION DATE

Request Date: _____

SECTION I: Student Employee Information

Student Last Name	Student First Name	ASU ID	Attached Photocopy of SSN?	Status

SECTION II: Hiring Department Information

Department	Supervisor Name	Department Location	Department Phone

SECTION III: Required Signatures and Reminders

- International Student Employees require PDSO/DSO signature for eligibility, approval and confirming the student has met all INS requirements to maintain F-1 status & either has or will obtain a social security card.
- International Students may work two (2) non-work study jobs, provided total hours worked per week does not exceed 20.
- Students may not begin working until Supervisor receives Student Employment Authorization.

****Please note that the 20-hour rule (while enrolled) for International Students is still in place. This is a federal law and not complying could result in the student losing their visa status.**

Student need letter from hiring department for SSN (Please see attached sample letter from Social Security Administrator)

Student has SSN and has attached a copy. Ready to move forward.

Student Signature _____ Date _____

School Official Name and Title _____

School Official Signature _____ Date _____