



## Verification of On-Campus Employment (F-1 Students Only)

### To Be Completed by Student:

\_\_\_\_\_  
(Name of Student: Last, First, Middle)

\_\_\_\_\_  
(BC Student ID #)

Do you have a Social Security Number?  Yes  No

I hereby certify that it is my responsibility to work at the position stated below.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### To Be Completed by Employer:

This is an evidence of on-campus employment for the above-stated student.

Nature of student's job (e.g. food service worker, cashier, library aide, etc.): \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Department / Office: \_\_\_\_\_

Dept Phone Number: (425) 564 - \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Hiring Official's Name and Title: \_\_\_\_\_

Hiring Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Note: Working While Awaiting a Social Security Number

Employers may wish to contact BC Human Resources or reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at

<http://www.socialsecurity.gov/employer/hiring.htm>.

### To Be Completed by Designated School Official (International Student Advisor):

The above-mentioned student is currently attending Bellevue College and is maintaining F-1 status. He/she is eligible for on-campus employment (20 hours per week while school is in session / 40 hours per week during school breaks or during student's authorized vacation quarter).

\_\_\_\_\_  
Name of Designated School Official

(425) 564 - \_\_\_\_\_

Telephone Number

Signature: \_\_\_\_\_

Date: \_\_\_\_\_