



APPLICATION FOR PERMISSION FOR HOURLY WORK ON CAMPUS

Name Student ID # (i.e. 1234567)

Visa Type I-20 or DS-2019 Expiration Date Date of 1st arrival to U.S. in F-1/J-1 status

Department of Study Degree Sought

Expected Date of Graduation (Month, Year):

Grade Point Average: Number of credit hours enrolled this semester: Number of Credit hours to take next semester (if applicable):

Are you a graduate or professional student receiving funding from your department? YES NO

If YES, which are you receiving?

an Assistantship (tuition + monthly stipend) a Fellowship a Scholarship

How many hours per week do you work for your department for your funding?

Your academic advisor or department administrator's signature is required below to confirm your work commitment to the department if you are receiving an Assistantship or Fellowship (even if the work commitment is 0 hours).**

On-Campus Employment History: (Check all that apply)

- I've never worked on campus. I need work permission to start my job.
I've worked on campus before. I need to renew my work permission to continue working.

I am applying for permission to work on campus for the following period(s): (Indicate year, i.e. Fall 2015 Winter Break 2015-2016. Work permission can be granted for 1 full academic year per application.)

Fall Winter Break Spring Spring Break Summer

I certify that I am a student in good standing and plan to register as a full-time student next semester. Also, I certify that I understand that I may work only work on campus for a maximum of twenty (20) hours per week during the Fall and Spring semesters and/or full-time whenever classes are not in session (winter break, spring break, and summer break only) if I have proper authorization.

Please see the reverse side of this document for additional terms and conditions. You must complete that section and agree to the terms and conditions in order to be eligible for on-campus work permission.

**To be completed by your Advisor/Department Administrator if supported by CWRU with an assistantship or fellowship:

Total hours student works per week in the department:

Advisor/Department Administrator Name Campus Extension Date

Advisor/Department Administrator Signature

For ISS use only: Permission granted for: Fall Winter Break Spring Spring Break Summer

Signed Date

I, _____, fully understand the terms for qualifying, applying
Student's Full Name
applying, and maintaining my on-campus work permission.

By signing below, I acknowledge that I have received this information and read it. I understand and agree to abide by the above and that all of the information as submitted on my application is true and correct.

Student's Signature: _____ *Date:* _____

By initialing below I also acknowledge that I have read and fully understand the additional information and explanations as listed. If I fail to complete this section of the application, I understand that I will not be authorized for on-campus work permission.

Rules and Policies

Initial here

I understand that I must submit all application materials to ISS prior to beginning any on-campus work. If I do not properly submit application materials, I understand that I am not properly authorized, I am working illegally, and I am violating my visa status, all of which are grounds for the immediate termination of my F-1 student visa status.

I understand that during the academic year (Fall and Spring semester) I am only permitted to work for a total of 20 hours per week and that this regulation is applicable to the work I do while authorized for on-campus employment and CPT authorization. The only time that I may work for more than 20 hours per week is during winter break, spring break, and the summer. I know that I must first have proper authorization from ISS to do any kind of work.

If I plan to work for multiple employers at the same time, I understand that I can never work more than a cumulative total of 20 hours per week during the Fall and Spring semesters. I understand that it may be necessary to make adjustments or cancelations to previously authorized work permissions and that I may have to complete additional paperwork and/or ask my employers for additional materials to ensure that I comply with this regulation.

I understand that there are very serious consequences for my actions and that my visa status could be terminated if ISS determines that I have violated regulations regarding work. I understand that working is a privilege, not a right, and that it is my responsibility as an F-1 student to remain in compliance with the federal regulations at all times.

Upon picking up your completed work permission paperwork from ISS, bring all forms to Student Employment in Yost Hall right away. You're not eligible to work until Student Employment receives these forms for processing.