



# Nichols College

*Embrace Greatness.*

Date:

RE: On-campus Employment for student:

Dear PDSO/DSO Team:

a student at Nichols College, has been offered a job on campus in my department.

I understand international students do not qualify for Federal Work Study. International students cannot work off campus unless there are extenuating circumstances and approved by USCIS.

The position will not exceed the limits of “on campus employment” required by Department of Homeland Security for an F-1 student, meaning that he/she will work no more than 20 hours per week while classes are in session; no more than 40 hours per week during breaks.

Department Name

Supervisor title and name

Approximate hours the student will work per week

Date student will begin work

Student has SSN?      Yes      No

Supervisor Signature

Date

PDSO/DSO Name and approval

Kristen Malinowski-Paine

Date