

## International Student ON-CAMPUS Employment Authorization Form

- The Butler University Office of International Student Services (*ISS*) is responsible for determining and documenting international student employment eligibility, and providing verification of this eligibility to the appropriate offices at Butler University for on-campus employment. Therefore, ***all Butler University international students*** who desire employment on campus must first discuss employment plans and receive authorization from the Office of International Student Services.
- Students who are determined to be eligible for on-campus employment will be provided with a packet of information, including this Employment Authorization Form, signed by the International Student Services Representative, an I-9, and instructions regarding how to proceed to complete their eligibility to work in a Butler University student position.
- Documentation regarding each authorized student's eligibility for on-campus employment will be maintained in the student's file in the Office of International Student Services.
- The student will then proceed to the Office of Internship and Career Services in Atherton Union Room 315 with the Employment Authorization Form and required I-9 documentation for processing and document verification.
- The Office of Internship and Career Services will pass the Employment Authorization Form, I-9, and necessary tax forms to Human Resources (*HR*). HR will maintain student worker personnel files and forward the necessary paperwork to the Payroll Office.
- All questions regarding employment eligibility will be addressed to the Office of International Student Services 940-9888.
- All Butler University campus offices and departments will follow the above procedures.

The Butler University Office of International Student Services has on file the necessary documentation to determine that the international student listed below is authorized to work in a student position on campus for the designated time period listed. Paper documentation of work authorization may be found in the student's file in the Office of International Student Services, Atherton Union Room 004. Only the Office of International Student Services is responsible for verifying this authorization and maintaining the pertinent documentation in accordance with the Department of Homeland Security (DHS) regulations. DHS regulations state that the Designated School Official (Director/Assistant Director of International Student Services) is solely responsible for authorizing and verifying employment eligibility. **This form is invalid without the appropriate signature(s) below.**

**Student Name:** \_\_\_\_\_

Initials indicate  
completion by  
specified office:

**Status (F-1, J-1, etc.):** \_\_\_\_\_

**Alien authorized to work until** \_\_\_\_\_

**ISSO** \_\_\_\_\_

**Admission # I-94:** \_\_\_\_\_

**ICS** \_\_\_\_\_

**Country of Origin:** \_\_\_\_\_

**HR** \_\_\_\_\_

**Signature of Designated School Official in the Office of International Student Services.**