|  |  |
| --- | --- |
| **International Student and Scholar Services** | **F-1 Student:** **Penn On-campus employment** **done at Off-campus location**  |

**Do not begin employment including orientation, training, etc. prior to receiving written authorization from ISSS**

**This form is for F-1 students being hired by Penn and will be on Penn Payroll, but will be placed at a non-Penn location**

Part A: Identification of Employer *(completed by Penn Faculty/Staff)*

Student’s Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one of the following (**and attach a letter explaining in detail**):

[ ]  The student’s off-campus location is educationally affiliated with University Pennsylvania, provided that it is

associated with the University's established curriculum; or

[ ]  The employment is related to contractually funded research projects at the post-graduate level

Penn Hiring Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Work Hours/Week: \_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Dates of Employment: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off-campus location name and full address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If more than one off-campus location, attach separate documentation with the list of the site names, full addresses, and dates.*

* The above-named student is in good academic standing and making a normal progress towards the completion.
* The aforementioned employment is an integral part of student’s academic program.

Name of Penn Advisor/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part B: F-1 Student Information *(completed by Student)*

Penn ID (8 digits): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed on campus? [ ] No [ ] Yes Are you currently employed off campus? [ ] No [ ] Yes

* I have maintained valid F-1 status since I began my study at the University of Pennsylvania.
* I understand that the employment is limited to 20 hours per week while school is in session, but may be full-time during the University’s annual vacation and break periods.
* I understand that I must report to ISSS any change to my name, address, or employment within 10 days.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: Bring your passport, I-94 record and most current I-20 when meeting with an ISSS advisor.***

Part C: Penn Employment at Off-Campus Location Authorization *(completed by ISSS Advisor)*

**[ ]  Approved** **[ ]  Denied** for the following reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of ISSS DSO/PDSO: \_

Signature of ISSS DSO/PDSO: Date: \_\_\_\_\_\_\_\_

***This employment authorization is valid only for the employment opportunity and dates specified above.***

***Any changes will require new authorization by an ISSS advisor.***