F-1/J-1 STUDENT CERTIFICATION OF
ON-CAMPUS EMPLOYMENT AUTHORIZATION

This serves as written certification that the Regent University student listed below is in valid ☐ F-1  ☐ J-1 visa status and is considered a full-time student according to US CIS SEVIS regulations. I hereby grant this student permission to work on-campus for no more than 20 hours per week (total) during the Spring and Fall semester 200___, so long as the student continues to maintain proper visa status.* (A 20+ work week is permissible during official University holidays/breaks – e.g., summer vacation period.)

STUDENT NAME: ____________________________COUNTRY: __________________

DEPARTMENT:_______________________________ Hours per week: ____________

SPECIAL NOTES:

MULTIPLE EMPLOYMENT LOCATIONS: This form must be submitted by the student for EACH department in which the student is hired. Severe consequences may arise with immigration authorities if this student is found working more than a total of 20 hours per week on campus for any department during the same semester. If a student works for two or three departments, employment must not exceed a total of 20 hours per week during the fall and spring semesters.

GRADUATION: This student must end all employment with the University once the student completes his/her degree. If upon graduation further US CIS work authorization is granted, in the form of an Employment Authorization Document (EAD), this student may be re-hired to work on campus.

RENEWAL OF AUTHORIZATION: A request for renewal of OISS authorization for on-campus employment must be made by the student each new calendar year (January).

*If this student fails to maintain proper visa status, the OISS shall place a hold on the student’s University account and immediately contact the Regent University HR office to terminate all on-campus employment until the student has been reinstated to proper visa status.

/                       /                       /
Student Signature  Hiring Supervisor Signature  Date

Jennifer Repko Nowlin
MANAGER OF INTERNATIONAL STUDENT SERVICES  Signature  Date
PDSO, RO

OISS USE ONLY: ☐ Valid until: ___/___/___  ☐ BANN.GOA. Initials___________ Date____________
☐ Sent to Regent HR –ADM 111  Initials______________ Date_______________