

International Student Employment Agreement

Name: _____ Social Security Number: _____

Immigration law limits on-campus employment for students to 20 hours per week when school is in session and full time during school holidays and breaks. Working more than 20 hours a week is a violation of the student's status.

International students are expected to maintain their status by keeping all immigration documents current (I-20 for F-1 students and DS-2019 J-1 students) and keeping valid passports.

International students must otherwise follow all rules as outlined by the Student Employment Manual. Any student who doesn't follow the prescribed rules may be subject to termination of employment or temporarily suspension until the infraction has been adequately addressed. Please see the Student Employment Handbook.

Under penalties of perjury, I certify that I understand the rules and regulations pursuant to my working on campus for Missouri State University as a foreign national in non-immigrant student status.

Signature: _____ Date: _____

VERIFICATION BY INTERNATIONAL PAYROLL SPECIALIST		
# of hours enrolled	Semester	Last semester?
Degree class		GPA
Tax Info Form <input type="checkbox"/>	I-9 <input type="checkbox"/>	Direct Deposit <input type="checkbox"/>
W-4 <input type="checkbox"/>	Other tax documents <input type="checkbox"/>	ISS Letter <input type="checkbox"/>
Signature		Date:
(International Payroll Specialist)		
Comments:		