

Obtaining Permission for On-Campus Employment: Instructions to Departments

Please read the following Employment Regulations before employing international students:

- A student with an F-1 visa may work no more than a total of 20 hours per week (including Graduate Assistantships) during fall and/or spring semester.
- Full time work is allowed during summer semester as long as the student is enrolled or plans to enroll for the following fall semester.
- Full time work is also allowed during official school breaks.

Please read the following instructions PRIOR TO issuing an on-campus verification memorandum to the F-1 student:

The Social Security Administration requires the Center for Global Engagement (CGE) to verify specific information pertaining to the student's on-campus employment before a student is eligible to apply for a social security number.

An F-1 international student who has an on-campus job and needs to apply for a social security number must provide CGE with a departmental employment verification memo BEFORE they can apply for the social security number.

1. On the reverse side you will find a sample memorandum for departmental use:
2. You can fill in the appropriate information in the blanks.
3. This memo must be typed on official school or department letterhead.
4. This memo must contain the employer's original signature.
5. This memo MUST be submitted to:

Center for Global Engagement
1620 Melrose Avenue
UTK Campus 37996-3531.

Date

Employment Verification Memorandum

To Whom It May Concern:

This memo serves as evidence of on-campus employment for

_____,
who is an F-1 student at The University of Tennessee.

The student's Job Description is

His/Her anticipated or actual start date of employment is _____ and the
number of hours per week is _____ .

Employer contact information:

Name of student's immediate supervisor _____

Employer's Name [Dean/Department Head/Director] _____

Employer's Signature _____

Signatory's Job Title _____

Employer's Telephone Number _____

Employer's Email _____