

Verification of F-1/J-1 Student On-Campus Employment

This form must be filled out by employing department and then uploaded to link.mnsu.edu/intlemployment.

DATE: _____ STUDENT TECH ID: _____

TO: Whom It May Concern/Social Security Administration

FROM: Minnesota State University, Mankato

SECTION 1: Employing Department Must Complete

This is evidence of on-campus employment for _____
International Student's Name—First, Middle, LAST (in CAPS)

Employing Department _____

Nature of Student's Job: Campus Assistant Para-professional Student Lead Other (list): _____

Start Date ____/____/____ Number of Hours/Week: _____

Employer Contact Information: _____ (MSU's EIN is: 41-168 7554)
Employer Identification Number – EIN

Name of Student's Immediate Supervisor Title

Supervisor's Name – Original Signature Date

Printed or Typed Name of Employer/Department Supervisor's Phone Number

SECTION 2: Verification of Employment Offer – To be completed by Kearney Center Staff Only!

Kearney Center Representative – Original Signature Current Status of Student

Printed or Typed Name of Kearney Center Representative Date

- All Forms are signed and completed
- Dates Verified (passport, I-20, etc.)
- Enrolled Full-Time
- Active in SEVIS
- No holds
- Add temporary MSU #
- Staff Initials: _____

Work Permit Dates Approved:

Start Date ____/____/____

End Date ____/____/____

Comments: