



## SIUE INTERNATIONAL STUDENT JOB OFFER FORM

Southern Illinois University Edwardsville has offered employment to the following international student (F-1 visa holder)

### To be completed by STUDENT

Name \_\_\_\_\_  
First Name Last/Family Name Middle

Job Title \_\_\_\_\_

#### Detailed Description from Job Posting:

(E.g. Food Service Worker: cooking, serving, cleaning  
OR Teaching Assistant: grade papers, provide assistance to students etc.)

Anticipated Start Date \_\_\_\_\_ Number of work hrs. per week \_\_\_\_\_  
(expect 4 weeks for processing SSN) (20 hrs. maximum)

☐ Student is registered for classes and completed online orientation module

☐ Student has updated U.S mailing and billing address in CougarNet

**Note:** New students can only go to Social Security Office **48 hours** after updating mailing and billing address in CougarNet and registering for classes.

### To be completed by EMPLOYER

Employing Department \_\_\_\_\_

Employer phone number \_\_\_\_\_

Student's immediate supervisor \_\_\_\_\_

SIUE employer tax identification number: **37-0986220**

Hiring Department Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

*(The International Advisor must sign this form before the student can apply for a Social Security Number. The student must take this form to the Office of International Affairs.)*

\_\_\_\_\_  
(International Advisor/DSO Signature)

\_\_\_\_\_  
Date

(Rev. 8/17)