

SUPERVISOR EMPLOYMENT ACKNOWLEDGEMENT FORM

- The student whose name appears below has met your job selection criteria and budget qualifications to be offered employment in your department
- The student may work until he/she has an employment verification letter from the Coordinator of International Student Services to be attached to the Human Resources Employment package

*****SECTION A TO BE FILLED OUT BY THE SUPERVISOR*****

To: Gordon-Zeto Center, Milligan Suite 1000

From _____ Department _____
Supervisor Name

Date: ___/___/___

Re: _____
Student's Name Social Security Number

The above student has been offered a position as _____
Position Title
in the _____ for
_____.
Department Hours per Week

The student will be employed from ___/___/___ to ___/___/___

Supervisor's Print Name Supervisor's Signature

PLEASE NOTE:

If the student does not have social security number, please allow 10-15 business days for the student to **Obtain a Social Security Number** from the Social Security Administration Office before he/she begins work. **The student will also need a letter of employment from a Spelman College Supervisor for the Social Security Administration Office to submit with their application for the social security card. Please refer to What You Should Know About Hiring F-1 & J-1 International Students brochure.**

On-campus employment verification acknowledgement form **must** be completed **EACH SEMESTER**.

****** SECTION TO BE SIGNED BY STUDENT******

*****STUDENTS PLEASE NOTE*****

You may not work until you have an employment verification/clearance letter from the International Student Services Coordinator, to be attached to your Human Resources Employment package. Any employment without verification is considered ILLEGAL. Also, you may only work 20 hours (part-time) while taking classes and 40+ hours (full-time) on authorized vacations and breaks.

Student's Signature

Date

PLEASE BE SURE THE FOLLOWING ITEMS ARE ON FILE

1. Photocopies of your passport (including passport issuance and expiration)
2. Photocopy of your I-94 card
3. Photocopy of you I-20
4. Photocopy of your social security card valid for employment
5. Original "Supervisor's Employment Acknowledgement Form"