

## Instructions for International Student/Dependent Work Authorization Form

1. International Student or dependent may obtain Work Authorization form from ISC. Ascertain beforehand, in person, or via email:
  - **What type of work and the reason for work.**
    - OPT and CPT, and F-1 work due to severe economic hardship require more documentation. OPT and F-1 severe economic hardship applications require ISC recommendation for work, entry of our recommendation into SEVIS, and an I-765 + fee for USCIS approval before applicant may work.
    - J visa holders need prior written approval of the A/RO at TIEC in order to work anywhere. J-2's must file an I-765 to obtain USCIS approval before they may work.
  - **If he/she already has a Social Security Number.**
    - **If not**, provide him/her an ISC letter as well as a sample Employer letter for SSN application to take to employer. Sample letters can be found in the INTERNATIONAL>General Forms>Student Work folder.
2. Applicant should complete Section 1, being sure to read, sign, and date at the end of Section 1.
3. Applicant should take the Dallas Int'l Work Authorization form and the sample Employer letter, if needed, to his/her employer. The Employer should complete Section 2, being sure to read, sign, and date at the end of Section 2 and provide the student with an employer letter for SSN, if needed. **Student should tell employer that he/she will receive a completed copy of Work Auth.**
4. If the applicant does not already have his/her own social security number, he/she will need to apply for one before beginning work. This will require a letter from his/her employer and a letter from the ISC, in addition to immigration documents which establish his/her immigration status in the US and his/her student ID. Application for a SSN is explained on the back of the Work Authorization form, in the International Student Handbook, and at [www.socialsecurity.gov](http://www.socialsecurity.gov).
5. Once Sections 1 & 2 are filled out and brought to the ISC, ISC staff must check for
  - Accuracy & completion of form fields
  - Social Security number
  - Full time student in good standing
  - Reason for requesting work
  - Need for I-765 (for J-2, OPT, or claim of severe economic hardship) and necessary documentation
6. Notify applicant in person or via email of any missing documentation the ISC needs.
7. If J-2, OPT or severe economic hardship is involved, do not release the form until the student has obtained an EAD (Employment Authorization Document) from USCIS. This may take several weeks. Send an email to the employer explaining the delay in processing.
8. Once determination of eligibility/non-eligibility to work is determined, DSO or PDSO should fill in and sign Section 3. "Notes" line should always be filled in. Types of information may include
  - Expiration date of the Work Authorization form (12 months at most)
  - Other jobs student is concurrently signed up to do
  - OPT or CPT, if these apply, and any info relevant to the employer
  - Start or end date issues which the employer needs to know
9. Make 2 copies of completed form, one for our files and one for employer. Applicant may keep his original copy.
10. **APPLICANT MAY NOT WORK UNLESS AND UNTIL WORK AUTHORIZATION FORM SAYS STUDENT IS ELIGIBLE FOR WORK.**
11. Brief confirmation of eligibility or non-eligibility of the applicant for employment should be given in an email to employer, with CC to Dallas Int'l business office.