

# INTERNATIONAL STUDENT/DEPENDENT WORK AUTHORIZATION

An international student and/or any of his/her dependents need prior approval of the International Student Center office in order to accept any employment on or off campus.

## Section 1: TO BE COMPLETED BY STUDENT/DEPENDENT:

Your Name (*Print*) \_\_\_\_\_  
Last First Middle

Name of student (*Print*) \_\_\_\_\_  
Last First Middle

Program or Specialization \_\_\_\_\_

GPA \_\_\_\_\_ Expected completion date at Dallas Int'l \_\_\_\_\_  
Month/day/year

I understand that I must abide by all restrictions on work type and duration as explained in US regulations and on the reverse of this form and that I will not begin any work until I have received authorization from the International Student Center staff. I understand that a new Work Authorization form is needed every 12 months for any specific job and for each subsequent job I accept for as long as the student named above continues as a student at Dallas International University.

Signature \_\_\_\_\_ SSN \_\_\_\_\_ Date \_\_\_\_\_

## Section 2: TO BE COMPLETED BY EMPLOYER:

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Supervisor (*Print*) \_\_\_\_\_

Title of Supervisor \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Description of Work \_\_\_\_\_

I understand that international student work is limited to 20 hours per week total while school is in session and to 40 hours per week total during school breaks, unless otherwise noted on the I-20, and that spouses of international students may work only in a few specific instances. The job specified above will require that the student work (approx.) \_\_\_\_\_ hours per week during a school term and \_\_\_\_\_ hours per week during school breaks.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 3: TO BE COMPLETED BY INTERNATIONAL STUDENT CENTER STAFF

\_\_\_\_\_ **Student is in status;  
applicant is eligible to work.**

\_\_\_\_\_ **Student is out of status;  
applicant is ineligible to work.**

Notes: \_\_\_\_\_

Dallas Int'l ISC Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Work/Employment for International Students***

Unlike US students who can work anywhere to supplement their income, international students cannot. These conditions and restrictions apply to all international students/dependents who wish to work:

- 1) The student must be in good academic standing at Dallas International University.
- 2) The student continues in a full course of study at Dallas Int'l, or has been approved by ISC staff to carry less than a full course of study.
- 3) The student or dependent has been authorized **in advance** by the ISC for the specific employment requested.
- 4) The authorization by the ISC may be valid for up to 12 months of employment.

**Employment that occurs on the premises of Dallas Int'l, as a direct service to Dallas Int'l's students:** Students are permitted to work on the Dallas Int'l campus for a maximum of 20 hours per week during the academic year at particular jobs. If a student intends to register for the next academic term at Dallas Int'l, he/she may be employed during a school break, for up to 40 hours per week.

Transfer students may work, but only at the school responsible for the student's SEVIS record. Before transferring out, the student may only work at the transfer out school; after the release date, the student may only work at the transfer in school.

### **Employment that can occur on- or off-campus:**

Students and, sometimes, spouses may engage in work which is necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring student status. A student must have remained in status for one year before applying. An I-765 and fee will most likely have to be filed with USCIS and, if filed, work may not be begun until USCIS has issued an Employment Authorization Document (EAD).

Pre-completion academic training is employment, paid or unpaid, which is directly related to the student's academic program. It is undertaken while the student is still attending school full time and he/she has not completed his/her program. A student must have remained in status for one year before applying. An I-765 and fee will most likely have to be filed with USCIS and, if filed, work may not be begun until USCIS has issued an Employment Authorization Document (EAD).

Post-completion academic training is employment, paid or unpaid, which is directly related to the student's academic program. It is undertaken once the student has completed his/her program of study and may last for up to 12 months. An I-765 and fee will most likely have to be filed with USCIS and, if filed, work may not be begun until USCIS has issued an Employment Authorization Document (EAD).

***Obtaining a Social Security Card:*** Take your passport, your I-94, and I-20 or DS-2019 (proof of your legal immigration status), as well as your student ID (proof of your student status) and letters from your employer and the ISC to the local Social Security office. (We have samples of these letters in the ISC.)

Social Security Administration (SSA) procedures may require as long as 10 working days after you apply to issue a social security card/number. If you cannot obtain a social security number immediately, ask the SSA for a letter from them stating that fact. This letter will be used by your employer as documentation for their files so that you can begin working.

The Dallas area office is at 7330 S Westmoreland Road Suite 100, Dallas, TX 75237. The hours are Monday to Friday from 9 AM to 4 PM. The telephone number is (800) 772 –1213.

Social Security Information website: <http://www.ssa.gov>. Choose "Apply for a Social Security Card" and "International."

Map from Dallas Int'l to the nearest Social Security Office: <http://s3abaca.ssa.gov/pro/foi/foi-form.cgi>

Social Security Application form (SS-5): <http://www.ssa.gov/online/ss-5.pdf>

***Federal Income Tax:*** The Internal Revenue Service (IRS) rules for international student workers are found at: [www.irs.gov/pub/irs-regss/td\\_9167.pdf](http://www.irs.gov/pub/irs-regss/td_9167.pdf).