Work Permission Letter

ONLY use this form if you already have a Social Security Number (SSN). If you need to apply for an SSN, please complete the “Certification of F-1 Student On-Campus Employment.”

Instructions:

1. After you secure on-campus employment, write your name and Eagle ID on this form and a) bring it to the OISS during walk-in hours or b) email it to the OISS at bcis@bc.edu.
2. The OISS will email you when your Work Permission Letter is ready. Come to the office at Hovey House (258 Hammond Street, Chestnut Hill) to pick it up.

Graduate, Teaching or Research Assistantships ONLY:

Bring the completed form to the Human Resources Service Center (HRSC) at 129 Lake Street to finish your on-boarding process.

All other on-campus positions:

Bring the completed form to the Office of Student Services in Lyons Hall to complete your onboarding process.

Part 1. To be completed by the student

Student name: ____________________________________________ Eagle ID: _________________________

Part 2. To be completed by the OISS

This is to certify that the above-named student is enrolled in a full-time program at Boston College and has secured on-campus employment. The nature of the employment is (check one):

☐ PART TIME for a maximum of _____________ hours per week  ☐ FULL TIME (summer only) for the:

☐ ACADEMIC YEAR of ____________________.  ☐ SUMMER of ____________________.
☐ WINTER BREAK of ___________________.  ☐ SEMESTER only.

Name of DSO: ____________________________________________ Date: _________________________

Signature of DSO: _______________________________________