



3000 Landerholm Circle SE – Bellevue, WA 98007
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Verification of On-Campus Employment (F-1 Students Only)

To Be Completed by Student:

Student Name: _____ ctcLink #: _____
Email: _____@bellevuecollege.edu Phone: _____
Do you have a Social Security Number? ☐ Yes ☐ No

I hereby certify that it is my responsibility to work at the position stated below. I also certify that I have maintained and will continue to maintain my F1 student status to be eligible for on-campus employment (up to 20 hours per week while school is in session / 40 hours per week during school breaks or during my authorized vacation quarter).

Student's Signature: _____ Date: _____

To Be Completed by Employer:

This is evidence of on-campus employment for the above-stated student.
Nature of student's job (e.g. food service worker, cashier, library aide, etc.):

Start Date: _____ Number of Hours/Week: _____
Department / Office: _____
Dept. Phone Number: (425) 564 - _____ Mail Stop: _____
Hiring Official's Name and Title: _____
Hiring Official's Signature: _____ Date: _____

Per the advice of the Social Security Administration office, we recommend you submit your request for a Social Security Number about two weeks before the start of your employment date.

Note: Working While Awaiting a Social Security Number

Employers may wish to contact BC Human Resources or reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.

To Be Completed by a Designated School Official in the Office of International Education:

The above-mentioned student is currently attending Bellevue College and is maintaining F-1 status.

Name of Designated School Official (425) 564 - _____
Telephone Number

Signature: _____ Date: _____