

Employment Verification Request Form



DIRECTIONS: In order to be approved for on-campus employment at Bluegrass Community and Technical College, an F-1 student must complete this Employment Verification Request Form and have it signed by the Employer and approved by the BCTC PDSO or DSO in the International Student Services Office. Upon approval of this form, the student will be issued a Verification of Employment letter for the student to apply for a temporary Social Security number at the Social Security Administration Office.

TO BE COMPLETED BY THE STUDENT:

_____ Name (First, Middle, Last)	_____ Date
_____ Street address, City, ST, ZIP Code	_____ BCTC Student ID Number
_____ Primary phone number Other phone number	_____ Email address

TO BE COMPLETED BY THE EMPLOYER: PLEASE DO NOT COMPLETE UNLESS STUDENT HAS BEEN OFFICIALLY OFFERED THE JOB

Nature of Student's Employment: _____

Anticipated Start Date (mm/dd/yy): _____

Number of Hours/Week: _____

Employer Contact Information:

_____ Company/Institution Name	_____ Title
_____ Phone Number	_____ Email address
_____ First/Last Name of Immediate Supervisor	_____ Employer Identification Number (EIN)

By signing this form, both the student and the employer understand the rules and regulations involved for a working F-1 international student. If any questions arise by either party, please contact BCTC's International Student Services before signing this form.

_____ Student Signature	_____ Date
_____ Employer Signature	_____ Date

FOR ISS OFFICE USE ONLY: _____ Approved _____ Denied _____ PDSO/DSO Signature
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