



Valparaiso
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Office of International Programs
 209 Harre Union, 1509 Chapel Drive
 Valparaiso, IN 46383
 United States of America

Date: _____

To: Office of International Programs

From: _____
 Person and department employing you

Subject: Campus Employment

Please specify:

- ___ employment required by assistantship/fellowship/scholarship (circle one)
- ___ any other optional on-campus job

_____, ID No. _____,
 Student's Name

is a student in _____ F-1 / _____ J-1* status and has been hired by my department

for _____ hours per week beginning _____ and ending
 (mm/dd/yy)

 (mm/dd/yy)

 Dept. Supervisor Signature

NOTES:

1. Once the student has completed all Human Resources (HR) requirements this form will be faxed to the hiring department. **Please do not work before that!**

2. Please contact the Office of International Programs (OIP) if this student does not report for work.

HR paper work completed on _____ by _____.

*** J-1 student must be authorized in advance by an OIP advisor and obtain an updated DS-2019 prior to working. Please make an appointment immediately.**