



Metropolitan State University of Denver
Student Employment – Employment Eligibility Form for International Students

An international student attending MSU Denver on an F-1 or J-1 visa is eligible to work on-campus without official INS approval if that student is maintaining legal status. This form will verify that the student is maintaining legal status and must be completed PRIOR to the first day of school or within three (3) days after beginning student employment at MSU Denver. The student’s failure to present this form to their international student advisor for verification may result in termination of employment. This form must be submitted to the Office of Human Resources EVERY semester the student intends to work on campus. NOTE: UC-Denver and CCD students must have approval from their institution.

TO BE COMPLETED BY THE STUDENT

Student’s Name: \_\_\_\_\_ Student 900#: \_\_\_\_\_

Department of Potential Employment \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Please answer one of the following two questions:

1. Semester of current enrollment: Year: \_\_\_\_\_ Please check one: [ ] Fall [ ] Spring [ ] Summer

Please attach a print out of your current enrollment.

OR

2. I am neither currently registered nor am I attending classes, but have or am intending to register for the following semester:

Year: \_\_\_\_\_ Please check one: [ ] Fall [ ] Spring [ ] Summer

Proof of full time (12 credits) enrollment for last semester must be attached.

I agree to notify my supervisor immediately if my legal status changes. I understand that if I falsify information, I can be terminated. I also understand that I can not work more than 20 hours per week when school is in session and no more than 40 hours per week during official school breaks.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT SUPPORT CENTER FOR MSU DENVER:

EMAIL THE INTERNATIONAL STUDENT SUPPORT CENTER AT intlsupport@msudenver.edu to setup an appointment.

Visa Type: \_\_\_\_\_ Valid Until: \_\_\_\_\_

I certify that the above named student is maintaining legal status and is eligible for on campus employment (not to exceed 20 hours per week during the fall and spring semesters.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_

It is the responsibility of the international student to return this completed form to the Office of Human Resources.