



## OIP On-Campus Employment Certification (OCEC) Form

F-1 students send to [f1@sfsu.edu](mailto:f1@sfsu.edu). J-1 students send to [exchange@sfsu.edu](mailto:exchange@sfsu.edu). Email from your SF State email address. We accept digital signatures, scanned copies, and high resolution/clear pictures of the completed form.

Student Information			
Last Name:		First Name:	
SF State Student ID:		Phone:	
Passport Expiration Date:		I-94 Number:	
F-1: I-20 End Date:		J-1: DS-2019 End Date:	
<p>Note: Your I-20/DS-2019 end date is subject to change, such as in cases of termination, academic disqualification, transfer out, extensions, work authorizations after program end date (OPT/Academic Training), etc. You may work on-campus up to the last semester you are studying as a student (F-1 students on FTE/RCL Completion semesters can work with FTE/RCL approval).</p>			
<p>Do you already have a Social Security Number (SSN)?</p> <p><input type="checkbox"/> Yes. You will not need a new SSN to work on campus.</p> <p><input type="checkbox"/> No. You will need an SSN to work on campus, please submit an on campus job offer letter.</p>			

Student Requirements and Responsibilities			
<p>I understand the information provided on <a href="http://oip.sfsu.edu/ocec">oip.sfsu.edu/ocec</a></p> <ul style="list-style-type: none"> <li>I must maintain a valid F-1/J-1 status in order to work on campus.</li> <li>I must be covered under CSU-sponsored health insurance while working on campus.</li> <li>I can work up to 20 hours per week during the Fall and Spring semesters.</li> <li>I cannot work on-campus beyond my academic program completion date or the last day of finals, whichever comes first.</li> </ul>			
<p><i>I have read, and now understand the above requirements. It is my responsibility to abide by the regulations governing the On-Campus employment and to maintain F-1/J-1 status. Failure to abide by the requirements will terminate my F-1/J-1 status and my ability to work and otherwise remain in the U.S.</i></p>			
Student Signature:		Date:	

To Be Completed by Office of International Programs		
<p><i>By signing this form, I am verifying that the above student is currently in active F-1/J-1 status and is eligible to work on campus until as long as s/he is satisfying the above listed requirements.</i></p>		
Name and Title	Advisor Signature	Date

OIP Office Use Only					
Date received:		Processed Date:		Processed By:	
				Scanned By:	