

# International Student Employment Verification



## Office of International Affairs

204 North Lexington Avenue, Wilmore, Kentucky 40390 | Larabee Morris LM302  
859.858.2386 | Ext. 2386 | [international.services@asburyseminary.edu](mailto:international.services@asburyseminary.edu)

The following student is in lawful non-immigrant status at Asbury Theological Seminary. This student has been offered on-campus employment (see details below) and is authorized for this employment. Please be advised of the following:

- Employment may begin up to 30 days prior to the program start date listed on the student's I-20/DS-2019 Form.
- F-1 and J-1 students may work no more than 20 hours per week while school is in session.
- Employment may be full time during official school breaks or vacations, such as the summer session.
- Approval for on-campus employment is automatically withdrawn when the student's program is completed or terminated.

### Student Information - To be completed by F-1 Student

LAST NAME

FIRST NAME

PHONE

DATE OF BIRTH (MM/DD/YYYY)

EMAIL

Visa Type:    F-1       J-1       J-2

Are you currently otherwise employed on the Asbury Seminary campus?    Yes       No

If yes, please list other employment (Department/Office, Hours/Week):

### Employment Information - To be completed by hiring department / supervisor before submitting to Coordinator of International Services

NAME OF HIRING DEPARTMENT/OFFICE

NAME OF SUPERVISOR

SUPERVISOR'S PHONE NUMBER

SUPERVISOR'S EMAIL

ANTICIPATED START DATE

ANTICIPATED HOURS PER WEEK

SIGNATURE OF SUPERVISOR

DATE

### Verification from the Office of International Services

I have reviewed the student's visa status(as outlined above) and certify that on-campus employment meets the visa requirements.

NAME OF THE DSO/ARO

PHONE

SIGNATURE OF DSO/ARO

DATE