



Boston College OISS

Office of International Students and Scholars (OISS)

Hovey House
258 Hammond Street
Chestnut Hill, MA 02467
Phone: 617-552-8005 Fax 617-552-2190
Email: bcis@bc.edu www.bc.edu/oiss

Work Permission Letter

ONLY use this form if you already have a Social Security Number (SSN). If you need to apply for an SSN, please complete the “Certification of F-1 Student On-Campus Employment.”

Instructions:

1. **After** you secure on-campus employment, write your name and Eagle ID on this form and a) bring it to the OISS during walk-in hours or b) email it to the OISS at bcis@bc.edu.
2. The OISS will email you when your Work Permission Letter is ready. Come to the office at Hovey House (258 Hammond Street, Chestnut Hill) to pick it up.

Graduate, Teaching or Research Assistantships **ONLY**:

Bring the completed form to the **Human Resources Service Center (HRSC)** at 129 Lake Street to finish your on-boarding process.

All other on-campus positions:

Bring the completed form to the **Office of Student Services in Lyons Hall** to complete your onboarding process.

Part 1. To be completed by the student

Student name: _____ Eagle ID: _____

Part 2. To be completed by the OISS

This is to certify that the above-named student is enrolled in a full-time program at Boston College and has secured on-campus employment. The nature of the employment is (check one):

PART TIME for a maximum of _____ hours per week FULL TIME (summer only)

for the:

ACADEMIC YEAR of _____ . SUMMER of _____ .

WINTER BREAK of _____ . SEMESTER only.

Name of DSO: _____ Date: _____

Signature of DSO: _____