



# COE COLLEGE

OFFICE OF DIRECTOR OF INTERNATIONAL AFFAIRS

# International Exchange Student On-Campus Employment Application

## Step 1: To Be Completed by the Exchange Student

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

SEVIS ID number: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Home Country: \_\_\_\_\_

Semester(s) at Coe: \_\_\_\_\_

Period requesting employment: \_\_\_\_\_

In your own words, please explain in detail why you are requesting on-campus employment authorization at this time. (Please remember that to be considered for this authorization you must demonstrate that your personal/family's financial status drastically impacts your ability to participate in your Coe College exchange program. Ex: loss of income, increased family expenses, lack of family support, etc.)

*I hereby attest to the above statement. All of the details are accurate and truthful. In addition, I understand that total employment on campus may not exceed 20 hours per week while school is in session. I understand that total employment on campus may not exceed 40 hours per week while school is out of session, that is winter break.*

Student signature: \_\_\_\_\_

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

## Step 2: Supporting Letter from Parent or Guardian

Please have a parent or guardian write one letter addressed to Coe College explaining, in his/her own words, how the family's financial situation has impacts your exchange program and why they support your decision to work on campus. This letter should be written in English and signed by your parent or guardian.

### Step 3: Review of Application/Interview

A review of your application and interview will be conducted once this form and supporting letter have been received. At this time, you may also add any further information that you feel is relevant. Options for on-campus employment or alternative options, possibly will also be discussed.

## Step 4: Decision

If your request is found valid and there are options available on campus, your application will be reconsidered by the Director of International Affairs. If you are approved, the Director of International Affairs will notify you and discuss next steps.

*I hereby agree to the terms of the process for application for on campus employment authorization.*

Student signature: \_\_\_\_\_

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

## Step 5: To Be Completed by Director of International Affairs

**FINAL DECISON:** Approved / Not approved

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