



1. HIRING DEPARTMENT VERIFICATION - EMPLOYMENT OFFER

This is to confirm that _____ will be employed on-campus at Coastal Carolina University. The student is expected to begin working on _____ for _____ hours per week. The student will not work more than 20 hours per week except during break periods or annual vacations.

Position: _____

Department: _____

Location: _____

Employer Identification Number (EIN): CCU: 57-0977955 Other on-campus employer: _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Phone: _____

Supervisor Email: _____

I certify that the above-named person is a student at Coastal Carolina University and that the student has received an offer of employment per the details listed above. I also certify that I am the employer or the authorized member of the hiring department responsible for confirming the student's offer of employment in my department at Coastal Carolina University.

Supervisor Signature

Date

I understand that the student must complete all required paperwork with the Office of Human Resources and Equal Opportunity (HREO) no later than the first day of employment. Upon receipt of the official Social Security Card, the student MUST take it to the Office of the Registrar (Baxley 222) and then to HREO (Prudential Building) for the student's record and form I-9 to be updated.

Supervisor Initials: _____ Student Initials: _____

2. CENTER FOR GLOBAL ENGAGEMENT VERIFICATION

As a school official, I certify that the student named above is a Coastal Carolina University student with an active F-1 visa status and therefore eligible to work on campus. They have been offered employment with the department listed above and therefore they are eligible to apply for a Social Security Number for employment purposes. To the best of my knowledge and belief, this student is compliant with all Department of Homeland Security regulations for F-1 students.

P/DSO Signature

Date

Carrie Lynn Taylor, Senior Director, International Recruitment, Admissions, and Student and Scholar Services, PDSO/RO
Lauren Kerr, Coordinator of International Communication and Engagement, DSO
Megan Springsted, Coordinator of International Recruitment and Admissions, DSO