ISSS ON-CAMPUS WORK ELIGIBILITY PROCESS

This document will assist you with submitting the On Campus Work Eligibility Request when you hire international students.

1. OPEN THE HYPERLINK AND BOOKMARK

https://smu365.sharepoint.com/teams/Provost/isss/workeligbility/SitePages/Home.aspx

2. Click on Documents on the left side

![On Campus Work Eligibility Form]

Newsfeed

It's pretty quiet here. Invite more people to the site, or start a conversation.
3. Point your cursor to DocuSign on the ribbon and click the arrow

4. Select: USE A TEMPLATE
5. Log In to DocuSign: Use your SMU email address and select Continue.
Stop and read carefully the next step

6. Enter your password and select USE COMPANY LOGIN
7. Login to DocuSign using your SMU ID number and password and click Log In

Login to DocuSign, Inc.

SMU ID:

Password:

Login

› Forgot your password?
› Need Help?

For security reasons, please log out and exit your browser when you are finished accessing pages that

8. Choose Template: ISSS on-campus work eligibility (you only see the templates available under your account)

9. Add SIGNERS to the Envelope, when done select CONTINUE

- Supervisor (your name and email address)
- Student (students name and email address)
- ISSS Office (already completed)
- Human Resources (already completed)

CLICK NEXT
10. **IF YOU DO NOT WANT TO ADD RECIPIENTS, SELECT SEND AND MOVE TO STEP 12**
NOTE:
IF YOU WANT TO ADD A RECIPIENT, PLEASE SELECT PREVIEW DOCUMENT
UNDER THE SUPERVISORS NAME, SELECT ON THE ARROW
EDIT RECIPIENTS
11. SELECT: ADD RECIPIENTS:

EDIT RECIPIENTS

Student
- Claudia Hart
- claudiahart@smu.edu

ISSS Office
- ISSS Office
- isss@smu.edu

Human Resources
- Human Resources
- smuhr@smu.edu

ADD RECIPIENT

DONE
12. CLICK CONTINUE ON THE UPPER RIGHT CORNER
13. **COMPLETE THE FORM, SIGN AND CLICK FINISH**

![Image of the form](Image)

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### On-Campus Work Eligibility Form (For Students on F/J Visas)

**PART I: EMPLOYMENT INFORMATION (TO BE COMPLETED BY SUPERVISOR)**

<table>
<thead>
<tr>
<th>Student’s LAST Name, First Name:</th>
<th>STEPHANIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMU ID:</td>
<td>1111111</td>
</tr>
<tr>
<td>Student’s Job Title:</td>
<td>ASSISTANT</td>
</tr>
<tr>
<td>School/Department:</td>
<td>IT</td>
</tr>
<tr>
<td>Proposed Start Date:</td>
<td>05/15/18</td>
</tr>
<tr>
<td>Proposed End Date:</td>
<td>05/31/18</td>
</tr>
</tbody>
</table>

Can request work authorization for one academic year or until the student’s program end date, whichever is sooner.

**Total Number of Hours Per Week (Saturday–Friday):** 30

Number of hours worked per week cannot exceed 20 hours during Fall and Spring semester and may exceed 20 during winter and summer break. If student has multiple jobs, total number of hours must be less than or equal to 20 hours.

| Supervisor’s Name:               | Claudia Sotomayor Hart             |
| Supervisor’s E-mail:             | claudiahart@smu.edu                |
| Financial Officer’s Name:        | ASHLEY                             |
| Financial Officer’s E-mail:      | ASHLEY@YAHOO.COM                   |
| Supervisor’s Signature:          | ![Signature Image]                 |
| Date of Signature:               | 4/5/2018                           |