



Student Employment Administrator and DSO Attestations for F-1 Students

In addition to this form signed and completed, the student is required to bring with him or her:

- Form I-20
- I-94 (Arrival/Departure card or print out)
- Passport valid for at least six months
- Completed SS-5 Form

Section I. To be completed by Student Employment Administrator

Name of Student Worker: _____

Job Title (e.g., Lab Assistant): _____

How many hours will the student work per week (circa): ____ 8-12 hours _____

When did (or will) the student begin work (i.e., date): _____

Name Student Employment Administrator: Nachele Kaughman
Student Employment Administrator
Phone: 651-696-6835
Email: nkaughma@macalester.edu

Signature and Date: _____

Employer Identification Number (EIN): **410693962**

Section II. To be completed by a DSO

I certify that the student named above is a fulltime, F-1 student, and maintaining status as defined by the Department of Homeland Security. Please contact the DSO at 651.696.6078, 651.696.6806 (fax), or intlstudent@macalester.edu. Thank you.

DSO: Aaron Colhapp, Director of International Student Programs
Luyen Phan, Assistant Director of International Student Programs
Bruce Gawtry, Immigration Specialist
Kara Warren, Coordinator

Signature and Date: _____
(original signature, no stamps)