



Student Employment Administrator and DSO Attestations for F-1 Students

In addition to this completed and signed form, the student is required to bring these originals:

- Form I-20
- I-94 (Arrival/Departure card)
- 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 (circa): _____

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

Name Student Employment Administrator: _____

Student Employment Administrator

Phone: 651-696-6835

Email: studentemployment@macalester.edu

Signature and Date: _____

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

Section II. To be completed by a Designated School Official (DSO)

I certify that the student named above is a full-time, F-1 student, and maintaining status as defined by the Department of Homeland Security. Please contact the DSO at (651) 696-6992, isp@macalester.edu, or 651.696.6806 (fax). Thank you.

DSO: Aaron Colhapp, Director of International Student Programs
 Luyen Phan, Associate Director of International Student Programs
 Mary Rochon, SEVIS Coordinator of International Student Programs

Signature and Date: _____

(original signature, no stamps)

