

## Work Permits

All students on an F-1 or J-1 visa must have a valid LSU International Services Office (ISO) approved Work Permit on file with the Payroll Office in order to work on campus. A work permit will also be required to apply for a Social Security Number.

Work Permits are electronic documents requested by the student via the Employee Data Sheet on PAWS. Students will receive an email link to the Employee Data Sheet once their appointment form has been loaded and routed. Students will complete their portion of the Work Permit and electronically submit it to ISO for approval. A student is not authorized to work until ISO has approved the Work Permit.

As Work Permits expire, email notifications will be sent to students who are still employed providing them with a link to the electronic Work Permit in order to apply for a renewal. Students are not eligible to continue work unless ISO approves the Work Permit renewal. Students who do not plan to continue employment into the new semester should disregard the renewal email.