



Boston College OISS

Office of International Students and Scholars (OISS)

Hovey House
258 Hammond Street
Chestnut Hill, MA 02467
Phone 617-552-8005 Fax 617-552-2190
Email: ois@bc.edu www.bc.edu/oiss

Instructions

- 1** If you secure on-campus employment, write your name and Eagle ID on this form (a) bring it to the OISS during walk-in hours or (b) email it to the OISS at ois@bc.edu
- 2** The OISS will email you when your Work Permission Letter is ready. Come to the office at Hovey House (258 Hammond Street, Chestnut Hill) to pick it up

**Graduate Teaching or
Research
Assistantships :**

Bring the completed form to the
at 129 Lake Street to finish your onboarding
process

**All other on-campus
positions**

Bring the completed form to the
to complete your onboarding at a U