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

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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



7. Login to DocuSign using your SMU ID number and password and click Log In



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



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UNDER THE SUPERVISORS NAME, SELECT ON THE ARROW

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