GENERAL NOTICE TO ALL GRANTS AND DEPARTMENTS THAT ARE HIRING INTERNATIONAL STUDENTS

The following information applies to international students who have an F-1 Visa and is being hired by the Research Foundation. In order to start working, the following documents and steps are needed to obtain an F-1 verification letter from the Admission office. Please note this letter is only issued to students who have F-1 status.

If these students are from BMCC, they have to go to Ms. Lily Yi in Admission office (Room 305) and request this letter. Whereas, if the student you are hiring is not from BMCC, they have to obtain this F-1 verification letter from the college they are attending Admission Office or International Student Department.

The documents needed for this letter to be issued are as followed:

1. A passport
2. Visa
3. I-20 Form

Finally all students need to submit a letter to Ms. Lily Yi from their supervisors stating that they are being hired by the department or grant, number of hours they will be working and supervisor’s name. Please note that students will not be granted this letter until they can provide the required documents. If you have any questions, please contact the Grants and Development staff at (212) 220- 8010.

For instructions and additional information you can visit www.bmcc.cuny.edu website, then click on Admission, International students.