Steps to Request an OISS Work Authorization



Step 1: Log on to the OISS home page at http://www.oiss.wayne.edu

Step 2: The OISS home page appears. Click **For WSU Departments** link from the menu.



Step 3: The For WSU Department sub menu displays. Click **General Information** from the sub menu.



Continued on the next page



Step 4: Links for General Information are displayed on the page. Click the **Work Authorization** link.

W	ayne State Ur	NIVERSITY	1
	Office of Internationa	l Students and Scholars	i
	Home New Students Current Students Learning Community International Faculty, Staff & Visiting Scholars For WSU Departments General Information Hiring Guide Maintenance of Status J-1 Exchange Visitor H-1B Temporary Worker Permanent Resident TN NAFTA Professional O-1 Person of Extraordinary Ability E-3 Treaty Alien in a Special Occupation Immigration & Visas	General Information Application Deadlines Forms New Scholar/Evolution Work Authorization	

Step 5: At the bottom of the Work Authorization page, click the **Click Here** link for work authorization clearance.



Continued on the next page



Step 6: The OISS Request for Work Authorization Clearance page appears. Enter your Pipeline **Access ID and password** then click **Go**.



Step 7: The form appears with instructions. **Complete all the fields** (see example below) then click **Submit**.

Office F	of Inter Request fo	rnational S	Students orization Cl	& Scholars
Instructions				
Use this form to sub	mit a Work Aut	horization Request	to the Office of Int	ernational Students and Scholars.
Completely fill out th does not have a mid	is form (ALL FI Idle name plea	ELDS ARE REQU se enter N/A.	IRED) and press t	he submit button. If the employee
Upon submission the	e requestor will	receive email notif	fication of the subr	nission.
Requests received p be reviewed on the r perform our immigra will be a delay.	prior to 3:00 p.r next business o ation status che	m. will be reviewed day. Please note, if icks is down, proce	the same day. Re Banner, SEIVS or ssing will be delay	quests received after 3:00 p.m. will another of the systems used to red. We will notify you by email if there
An Approved or Der	nied response	will be sent to the re	equestor's email a	ddress.
Hiring Department	Contact Info	rmation		
Deaprtment Name:				
International Students	& Scholars			
Last Name:			First Name:	
Hicks			Jonathan	
Phone Number:	ne Number: Fax Number:		Email:	
			cq1083@wayne.edu	
****	****	An An An	Response will be sent to	this email address.
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After you submit the form, a message appears with the details of your submission.