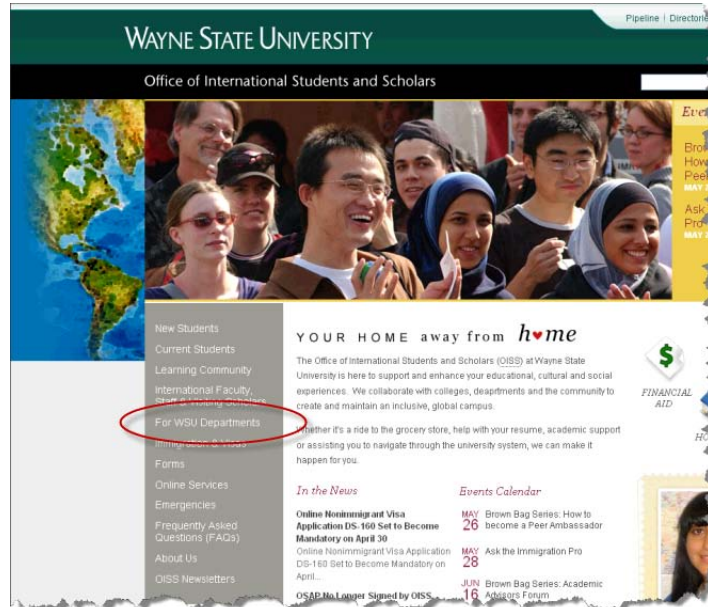


Steps to Request and OISS Work Authorization

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.

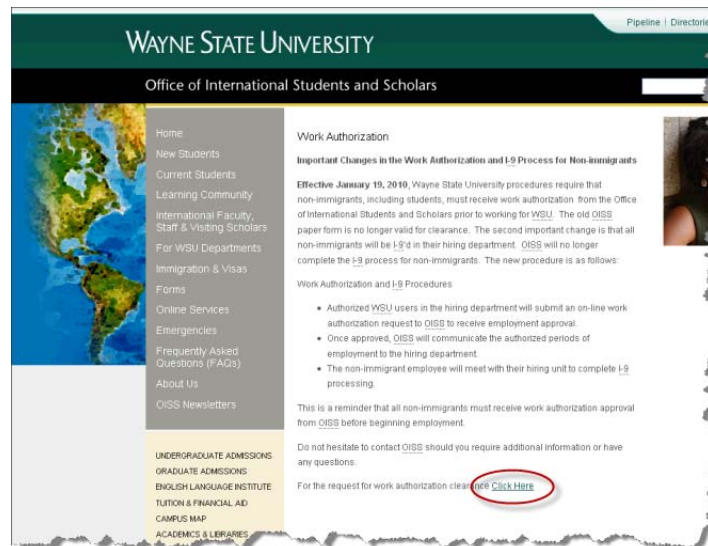


Continued on the next page

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



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**.

Office of International Students & Scholars
Request for Work Authorization Clearance

Access ID:
Password: (as same as your WSU Pipeline password)

Please Note: Use your WSU AccessID* and Password. (Same as Pipeline & Webmail)
If you need to reset your password, please contact C&IT Help Desk 1-313-577-4778.
Cannot log in ? Need help ? Contact the [administrator](#).

* Your AccessID consists of two letters followed by 4 numerals. For Example: AB1234

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

Office of International Students & Scholars
Request for Work Authorization Clearance

Instructions

Use this form to submit a Work Authorization Request to the Office of International Students and Scholars. Completely fill out this form (ALL FIELDS ARE REQUIRED) and press the submit button. If the employee does not have a middle name please enter N/A. Upon submission the requestor will receive email notification of the submission. Requests received prior to 3:00 p.m. will be reviewed the same day. Requests received after 3:00 p.m. will be reviewed on the next business day. Please note, if Banner, SEIVS or another of the systems used to perform our immigration status checks is down, processing will be delayed. We will notify you by email if there will be a delay. An Approved or Denied response will be sent to the requestor's email address.

Hiring Department Contact Information

Department Name:

Last Name: First Name:

Phone Number: Fax Number: Email:

Response will be sent to this email address.

Employee Information

Last Name: First Name: Middle Name:

Date of Birth: Immigration Status: Banner ID: Phone Number: Email:

MM/DD/YYYY 9 Digit Banner ID

Position Information

Position Title: Position Description:

Please copy/paste job description or attach using file attachments below

Start Date: End Date: Hours/Week: Salary:

MM/DD/YYYY MM/DD/YYYY No Commas No Commas

File Attachments

Offer Letter:

Work Verification:

Other:

After you submit the form, a message appears with the details of your submission.