



Boston College OISS

Office of International Students and Scholars (OISS)

Hovey House
258 Hammond Street
Chestnut Hill, MA 02167
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