



# 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](mailto:ois@bc.edu) [www.bc.edu/oiss](http://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](mailto: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