



### **Who should complete this form?**

This form should be completed by students and authorized secondary approvers who believe that a student will be engaging in activities off-campus (meetings, data retrieval, or observation) that may not require work authorization. Please note that OGS has the final word on determining if a student requires work authorization. Filling out this form does not guarantee that a student can forgo work authorization.

### **How do I complete and submit this application?**

**Step 1:** Print the Off-Campus Observation and Data Retrieval Permission Letter Request

**Step 2:** Have the second page completed by your Academic Advisor, Graduate Coordinator or Authorized Secondary Approver and signed.

**Step 3:** Log into the myOGS e-form at the link below. Please copy and paste this into your browser:

<https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormOffCampusResearchDataCollectionPermissionLetterRequest0ServiceProvider>

**Step 4:** Fill out e-form fields and upload the completed Off-Campus Observation and Data Retrieval Permission Letter Request

**Step 5:** Wait to engage in off-campus activities until permission is received from OGS.

### **What other documents will I need to submit?**

Students will also need to upload copies of the following:

- Copy of biographical page of valid passport
- Copy of I-94 that indicates "Class of Admission" as "F-1" and "Admit Until Date" as "D/S"



Off-Campus Meeting, Data Retrieval, or  
Observation Permission Letter Request

Please read the following criteria below carefully to ensure that the student’s activities are not violating federal labor laws and are not considered employment requiring work authorization. If any of the below criteria are not met, then the student requires work authorization and should seek further guidance from OGS.

The student is not performing routine or productive work (filing, clerical work, assisting customers etc.) of the organization and the organization is not dependent on the work of the student.

The observation and/or data retrieval is of benefit to the student only.

The observation and/or data retrieval does not displace employees.

The student is not being used by the organization to augment its existing workforce.

The student is not receiving training that is commensurate with what a hired employee would receive.

The organization derives no immediate advantage from the activities of the student and on occasion its operations may actually be impeded.

The student is not entitled to any job or employment opportunity at the end of the observation and/or data retrieval.

The student will not be receiving wages or other non-monetary remuneration for the observation and/or data retrieval performed.

The student will not be engaging in a required internship, practicum etc. that is offered by sponsoring employers or organizations through cooperative agreements with Northeastern University.

If all the above criteria are met then the student may be eligible to receive a letter from OGS providing them with permission to engage in observation, meetings, or data retrieval off-campus. Please continue filling out this form and have student submit to OGS.

Dates the student will be engaging in these activities: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of the Organization where student will be engaging: \_\_\_\_\_

Please provide the academic purpose and nature of these activities below:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor or Graduate Program Coordinator (Required)

To the best of my knowledge, I do hereby attest that the information pertaining to the student above accurate and represents the need for the permission letter from OGS.

Print Name & Title \_\_\_\_\_

Signature & Date \_\_\_\_\_ Date \_\_\_\_\_

Authorized Secondary Approver: General Request (if Academic Advisor is not authorized to sign off on OGS e-forms)

REQUIRED for Graduate Students and all CPS students

To the best of my knowledge, I do hereby attest that the information pertaining to the student above accurate and represents the need for the permission letter from OGS

Print Name & Title \_\_\_\_\_

Signature & Date \_\_\_\_\_ Date \_\_\_\_\_