

RIT | Division of Academic Affairs
Student Employment Office

Remote Work Request

Must be submitted prior to start of remote work.

New Student Employees: Supervisor must complete this form with AVP/Dean approval and submit it to SEO with the hire form

Existing Student Employees: Supervisor must complete this form with AVP/Dean approval and submit it to SEO to make the appropriate notification

****For the purpose of student remote work, this means any work done in another state, or in New York City. RIT cannot support work outside of the US.****

Please complete all of the following information. The form cannot be accepted if any information is missing.

Student Name:

Student UID:

Supervisor Name:

Department Number:

Form Submitted By:

Date Submitted:

AVP/Dean Signature:

Remote Work Dates – start date must be entered. If you do not know when the student will return to campus or when the remote work will end, you may leave this blank and contact us when the student returns or is no longer working.

Start Date:

End Date:

Address where work will be completed: ALL FIELDS MUST BE COMPLETED

Street Address:

City:

County:

State:

Zip Code:

Please send this completed form to seosubmitforms@rit.edu. Please send one student per email, with that student's name in the subject line.

