

J-1 STUDENT ON-CAMPUS EMPLOYMENT REQUEST FORM

J-1 Students are required to get written authorization from the Responsible or Alternate Responsible Officer for their J-1 program before beginning any employment, either on-campus or off-campus. Students may work part-time (20 hours per week) while classes are in session and full-time (more than 20 hours per week) during official breaks.

Employment on-campus can be approved up to one year at a time and must be re-authorized every year. Failure to get authorization in writing from the RO/ARO at ISSS will result in an immigration status violation. Once ISSS receives the request, please allow 2 weeks to process the written authorization.

SECTION I: STUDENT INFORMATION

NAME: _____ PID: _____

PHONE NUMBER: _____ EMAIL: _____

PROGRAM END DATE ON DS-2019: _____ SEVIS NUMBER: _____

RESIDENTIAL ADDRESS INFORMATION:

STREET: _____

CITY: _____ STATE: _____ ZIPCODE: _____

SECTION 2: EMPLOYMENT INFORMATION: To be completed by the employing department

DEPARTMENT NAME: _____

STREET/BUILDING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

NUMBER OF HOURS PER WEEK: _____ JOB TITLE: _____

START DATE: _____ END DATE: _____

TYPE OF EMPLOYMENT: ASSISTANTSHIP FELLOWSHIP ON-PREMISES SCHOLARSHIP_____
SIGNATURE_____
PRINTED NAME_____
TITLE & DEPARTMENT_____
DATE_____
DAYTIME PHONE