

J-1 On-Campus Work Authorization Letter Template

Instructions to Hiring Department/On-Campus employer: J-1 Students are required to get written authorization from ISSS before beginning any on-campus employment. They must receive a letter with the information below on the letterhead of the academic department, school, or on-campus entity where the student will be working.

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 cannot begin until work authorization is approved.

Please provide the following information on official letterhead.

Date: _____

Name of student: _____ PID: _____

Employing Department: _____

Position title: _____

Worksite location:

Building Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Employment start date: _____ Employment end date: _____

Number of hours per week: _____

Employer contact information

Student's Immediate Supervisor's Name: _____

Supervisor's Telephone Number: _____

Employer's Signature: _____

Signatory's Name and Title: _____