

J-1 Student On-Campus Employment Request Form

- Employment cannot start until the J-1 student's on-campus employment is authorized by the Office of International Students as evidenced by an endorsement on the student's DS-2019.
- Employment is limited to 20 hours per week except during official school breaks.
- This is a fillable PDF. Please complete the appropriate section of the form and return it to the student.
- Please use Adobe to complete this form; do not use Preview, it does not work properly.
- Please create a digital signature to sign your section of the form.

Section 1: To Be Completed By J-1 Student

Surname:	Given Name:
Student ID Number:	SEVIS Number:
Academic Program:	Degree Level: Master's <input type="checkbox"/> Doctoral Level I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>
Please describe the nature of your on-campus employment:	
I have met with an International Student Counselor and understand that I must inform the Office of International Students of any changes in the conditions of my employment while on a period of authorized on-campus employment.	
Signature of Student:	Date:

Section 2: To Be Completed By On-Campus Employer

Name of Employer:	Address:	
Student's Job Title:	Site of Employment (if different from above):	
Please describe the duties of the on-campus employment offered to the student:		
Is this employment pursuant to a scholarship, fellowship or assistantship?		
Begin Date:	End Date:	Number of Hours Per Week:
Signature:	Title:	Date: