



Office of International Students & Scholars Employment for J-1 Students

Regulations:

J-1 Students may be employed on or off campus only with the permission of the sponsor stated on his/her DS-2019. The following conditions must be met:

1. A full time student is to be employed on campus in work related to his/her course of study and under terms of scholarship, fellowship, or assistantship, up to 20 hours per week.
2. A student may be authorized for on or off campus employment (20 hours or less per week or full-time during school vacation) not related to the program if:
 - a. Such employment is required by urgent financial need which has arisen since acquiring J-1 status.
 - b. It does not cause the student to reduce preparation and studies below full-time level.
 - c. Employment may last only until the expiration date on the DS-2019.

Note: J-1 students must obtain permission to work and a letter of a job approval from the J-1 Alternate/Responsible Office (A/RO) either in the Office International Student and Scholars (OISS) or from the institution issuing the original DS-2019. Employment authorization can be for no more than (1) year, or the expiration date on the DS-2019, whichever is less.

Application Procedures:

On campus student employment:

1. Request permission to work on campus from J-1 A/RO
2. Submit the following to OISS for legal verification:
 - a. Current registration and unofficial transcript (available from QUAD or in TSC 246)
 - b. Passport and I-94 card (small white card stapled to passport)
 - c. DS-2019
3. If you are in status and permission to work is granted, a letter verifying your eligibility to work on campus will be given to you.
4. You will also be given 3 copies of the Work Letter, one for you personal records, one for your employer and one to be handed over in Student Employment Office, TSC Room 106.

Off Campus student employment (not in the form of Academic Training):

1. Student must request permission to obtain employment from A/RO:
 - a. Present letter stating the employment need due to unforeseen circumstances.
 - b. Submit current registration, passport and I-94 card, DS-2019.
 - c. If need and legal status are verified, student may then obtain a specific job offer from an off campus employer.
 - d. Authorization for a specific job and for a specific time period is given in a letter from A/RO.
 - e. Student must renew when the letter expires or when the student changes jobs.

Eligibility:

Must be in lawful, full time J-1 student status. It is your responsibility to comply with all immigration regulations which apply to J-1 students.

Important Reminders:

- Maintain your full time student status. Valid Ds-2019 and full time enrollment.
- May only work 20 hours per week when school is in session; may work full time during the vacation periods.
- You must have a valid Social Security Card in order to receive pay check. Applications and instructions are available in the OISS.