J-1 Exchange Student
On-campus Work Authorization

J1 Exchange Students may be eligible for on-campus employment, however they must have written authorization from their sponsoring organization and their international student advisor.

__________________________  ______________________
Student First Name                Student Last Name

__________________________  ______________________
Email Address                   1 (______)__________
                                      (Area Code)Telephone Number

Employment Start Date: ____________________________
Employment End Date: ____________________________

Note: This employment period cannot exceed 12 months; however renewal may be possible

ELIGIBILITY CRITERIA:

- Students must be in good academic standing
- Students must be “in status” for immigration purposes
- Employment must not exceed 20 hours per week, except for official school breaks and annual vacation period, where employment may be up to 29 hours per week
- Authorization must be obtain prior to starting work

PROCEDURE

1. Have campus employer copy (or print) and Complete Form 10-1304 on their letterhead stationary; must have original letterhead and signature of supervisor – preferably in blue ink!!
2. Obtain sponsor signature on this form or separately attached letter (APA students – Dr. Stephen Burwood; others - DS-2019 signatory)
3. Complete form I-9 process (separate packet available)
4. Apply for a Social Security Number (separate packet available)

ADVISOR CERTIFICATIONS:

This student is eligible to apply for on-campus employment:

SPONSOR

Print Name ________________________________  Signature ____________________________  Date __________________

OIS Advisor

Print Name ________________________________  Signature ____________________________  Date __________________