

## Office of Global Engagement 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. It does not cause the student to reduce preparation and studies below full-time level.
  - b. For off-campus employment: Such employment is required by urgent financial need which has arisen since acquiring J-1 status.

**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 of Global Engagement (OGE) 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 OGE for legal verification:
  - a. Current registration and unofficial transcript (available from MyUSU or in TSC 246)
  - b. Passport and I-94 card (go to [www.cbp.gov/I94](http://www.cbp.gov/I94))
  - 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.

#### **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 (SSN) in order to receive pay check. Applications and instructions are available in OGE.