

J-1 STUDENT ON-CAMPUS EMPLOYMENT

Students holding a J-1 visa are eligible to work on-campus up to 20 hours per week while school is in session after obtaining written approval from the J-1 program sponsor. Written approval will only be granted for students who meet the eligibility requirements of the Department of State. Employment is considered to be “on-campus” if it meets one of the following conditions:

- 1) It is related to a scholarship, assistantship or fellowship, or
- 2) It occurs on the premises of the university the student is authorized to attend and it provides a service to students on campus (this includes the OSU Bookstore and fast food restaurants on campus); or
- 3) It occurs at an off-campus site that is educationally affiliated with Oregon State University’s established curriculum (e.g. Hatfield Marine Science Center or OSU Seafood Laboratory in Astoria).

As a J-1 student, you must meet these conditions to be authorized for on-campus employment:

- 1) Be in good academic standing and in lawful immigration status.
- 2) Engage in a full course of study, except for official school breaks and annual vacations.
- 3) Obtain a written offer of employment.

Once you receive an offer for on-campus employment, you will need to contact your J-1 program sponsor (found in block #2 on the DS-2019) to obtain written approval. **Important: you should not engage in any employment until you have obtained written approval from your J-1 program sponsor.**

If Oregon State University is your program sponsor, you will need to request authorization from the Office of International Services (OIS). To do so, submit ONE of the following to the International Program’s receptionist in University Plaza:

- 1) **The application on the reverse side of this form.** Be sure it is completely filled out and signed by the department offering you employment – **OR**
- 2) **An employment offer letter from your employer.** The letter must contain:
 - The type of employment (student worker/hourly position or graduate assistantship)
 - The exact start and end date of the employment (month/day/year)
 - Number of hours per week

Once OIS receives your request and determines you are eligible, we will process a J-1 work authorization letter for you. You may pick up the letter in University Plaza after allowing 7 working days for processing. Please note: failure to submit a complete employment offer letter or application will result in increased processing time.

On-campus employment authorization may be valid for up to twelve months or until the expiration date listed on the DS-2019. New authorization must be requested if employment extends beyond the authorization period. Authorization is automatically withdrawn if your program is terminated.

The employment may not exceed **20 hours per week**, while school is in session. If you have more than one on-campus job, you will need written permission for each job and total hours cannot exceed 20 hours in any given week during the academic year. You may work full-time during official University breaks and annual vacation periods, as long as you plan to register full-time for the following term.

If you wish to engage in an employment opportunity that does not meet the criteria above, please make an appointment with an international student advisor by calling the International Program’s receptionist at 541-737-6310.


J-1 ON-CAMPUS EMPLOYMENT AUTHORIZATION APPLICATION

If Oregon State University is your J-1 program sponsor, you must request an employment authorization letter for on-campus employment from the Office of International Services (OIS). Please complete and submit this form to the International Program's receptionist in University Plaza and allow 7 working days for processing. **Do not** start work until you have picked up your employment authorization letter from OIS. Employment must not exceed 20 hours in any given week during the academic year. Call the International Program's receptionist at 541-737-6310 if you have questions.

PART I (TO BE COMPLETED BY THE STUDENT)

Last name _____ First name _____

Student ID# _____

Current U.S. Address, Phone, and Email: Go to <https://ipconnect.oregonstate.edu>. Click on  Select 'biographical information', then complete the Local U.S. Address and Contact Information E-Forms. *You are required to report these updates to SEVIS to maintain your immigration status

Check the purpose of the letter: Authorize new job and apply for a social security number
 Authorize new job (already have social security number)
 Extend authorization on current job

PART II (TO BE COMPLETED BY THE SUPERVISOR OR DEPARTMENT CONTACT)

Supervisor's name _____ Employing department _____

Phone _____ Email _____

<p>Job #1: TYPE OF EMPLOYMENT: <input type="checkbox"/> Student worker/hourly position <input type="checkbox"/> Graduate assistantship Start date: _____ End date: _____ Hours to work per week: _____</p>
<p>Job #2: TYPE OF EMPLOYMENT: <input type="checkbox"/> Student worker/hourly position <input type="checkbox"/> Graduate assistantship Start date: _____ End date: _____ Hours to work per week: _____</p>
<p>Job #3: TYPE OF EMPLOYMENT: <input type="checkbox"/> Student worker/hourly position <input type="checkbox"/> Graduate assistantship Start date: _____ End date: _____ Hours to work per week: _____</p>

SIGNATURE OF SUPERVISOR OR DEPARTMENT CONTACT

Signature _____ Date _____

Name (please print) _____ Title _____

Phone _____ Email _____