

## J-1 On-Campus Student Employment

### Overview

J-1 students in good standing may be eligible for on-campus employment authorization (per 22 CFR 62.23(g)(1)(ii)). On-campus employment must be authorized in advance by the RO/ARO of the program sponsor that issued the J-1 student's Form DS-2019. On-campus employment is limited to 20 hours per week except for official school breaks and student's annual vacation. The work does not have to be related to student's field of study.

A student wishing to apply on-campus employment authorization must meet with the ISS Assistant Director by appointment and submit his/her request with supporting documents. The ISS Assistant Director will review the request and if granted the student will be given a written employment authorization. Once granted, J-1 student may begin to work based on start date indicated on written employment authorization.

### Eligibility

- Student must be maintaining J-1 status.
- Student must be in good academic standing (minimum GPA of 2.0 for undergraduates and non-degree; minimum GPA of 3.0 for graduate students) and good student conduct record.
- Student must continue to be enrolled in a full course of study.

### Application Procedures

- Step 1 Schedule an appointment with ISS Assistant Director to discuss your situation and eligibility for on-campus employment.
- Step 2 If eligible find an on-campus position. Obtain an on-campus employment offer letter.
- Step 3 Submit J-1 On-Campus Student Employment Request Form with On-Campus Employment Offer letter. Allow 3-5 days for the Assistant Director to review your request.
- Step 4 If granted the ISS Assistant Director will report your on-campus student employment authorization in the Student and Exchange Visitor System (SEVIS). You will receive an On-campus Student Employment Authorization form. Provide this Authorization form to your supervisor or hiring department.

## J-1 On-Campus Employment Request Form

This form is used by J-1 students to request on campus student employment authorization when beginning, changing, or renewing on-campus student employment. Changes include job title, hiring unit, and number of hours per week. Student must submit this form together with on-campus offer letter from CSUF department.

### Student Information

Family/Last Name:	First Name:
CWID	SEVIS ID Number:
Email:	Phone:
US Address:	City:
State:	Zip code:

### Employer Information (to be completed by Employer/Department)

Type of On-Campus Employment: <input type="checkbox"/> Student Assistant <input type="checkbox"/> Graduate Student Researcher <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Grader/Reader <input type="checkbox"/> Other (specify):	
Name of Department/Employer:	Supervisor's Name:
Department Address:	Title:
City:	Phone:
State:	Email:
Zip Code:	Hours per week:
Employment Start Date:	Employment End Date:
Employer/Supervisor's Signature:	Date (MM/DD/YYYY):

#### *For International Student Services Staff Only*

Approved Start Date:	Approved End Date:			
Previous On-Campus Employment Dates To: _____ From: _____ Hours/Week _____              To: _____ From: _____ Hours/Week _____ To: _____ From: _____ Hours/Week _____              To: _____ From: _____ Hours/Week _____				
Units Enrolled:	GPA:	DS2019 End Date:	SEVIS RTI updated:	RO/ARO Initials/Date: