J-1 Student – On-Campus Employment

Section One: To Be Completed by the Student (Please Print)

Last Name: ___________________________________________________________________________

First Name: __________________________________________________________________________

Middle Name: _________________________________________________________________________

SEVIS ID Number: N00 _________________________ Date of Birth (mm/dd/yyyy): ____/___/______

Email: _______________________________________________ Phone: _______________________

I hereby confirm that the information I have provided in this application is accurate. I have read and understood the J-1 On-Campus Employment guidelines and responsibilities. Any employment changes including loss of employment or change of employers must be reported to an immigration coordinator. I understand and agree to the responsibilities associated with the J-1 On-Campus Employment authorization.

Printed Name of Student: _______________________________________________________________

Signature of Student: ____________________________ Date (mm/dd/yyyy): ____/___/_______
Section Two: To Be Completed by the Student’s On-Campus Employer (Please Print)
The aforementioned student is currently employed at The Ohio State University. The student’s employment information is detailed below.

Name of Employing Department/Unit: _______________________________________________________

Contact Person: ___________________________ Phone: ______________________________

Address: _____________________________________________________________________________

Employment Type

☐ Assistantship (GTA, GRA, GAA)
☐ Fellowship (with work component)
☐ Other On-Premises Employment (campus dining, library work, etc.)

Employment Dates (mm/dd/yyyy): Start Date: ____/____/____ End Date if known: ____/____/____

According to current Federal Regulations regarding J-1 students, on-campus employment may only be authorized for up to 12 months at a time. Employment may continue beyond one year, however the student’s employment authorization. Please note that J-1 students may only work a maximum of 20 hours per week while school is in session. During semester breaks and authorized annual vacation terms, J-1 students may work an unlimited number of hours per week.

Approximate number of hours per week the student will be employed: ____________

As the student’s employer, I verify the above stated information is accurate.

Printed Name: ___________________________ ___________________________

Signature of On-Campus Employer: ___________________________ Date (mm/dd/yyyy): ___/___/____

Section Three: To Be Completed by the Immigration Coordinator (Please Print)

Approved Dates of J-1 On-Campus Employment:

Start Date (mm/dd/yyyy): ____/____/________ End Date (mm/dd/yyyy): ____/____/________

Immigration Coordinator: ___________________________ Date Evaluated (mm/dd/yyyy): ___/___/____
For any employment, J-1 students must first obtain approval in writing from the Office of International Affairs or from your J-1 Responsible Officer if the Form DS-2019 was issued by a sponsor other than The Ohio State University. Please contact your program sponsor for specific instructions regarding your employment authorization.

**Types of J student employment**

J student employment can be authorized by the RO/ARO for the following types of employment:

- Employment pursuant to the terms of an assistantship
- Scholarship or Fellowship with a work component
- Employment that occurs on the premises of the post-secondary accredited educational institution the J-1 student is authorized to attend

**Conditions**

The student must maintain good academic standing at The Ohio State University while employed.

The RO/ARO must authorize the student employment in advance, before the employment begins. Authorization can be granted for periods of up to 12 months at a time.

Any employment changes including loss of employment or change of employers must be reported to an immigration coordinator.

Except during official school breaks and the student's authorized annual vacation term, the student's employment may total no more than 20 hours per week, and he or she must continue to engage in a full course of study while employed.

This approval will be withdrawn automatically if the student's program is terminated.

**Application Procedure**

For any J-1 employment, you must submit the J-1 On-Campus Employment Application and receive approval from an immigration coordinator at the Office of International Affairs prior to starting employment.