



# J-1 STUDENT: ON-CAMPUS EMPLOYMENT AUTHORIZATION REQUEST

International Student and Scholar Services

J-1 students may engage in on-campus employment as long as s/he has obtained **approval in writing** from his/her J-1 Responsible/Alternate Responsible Officer (RO/ARO), who represents the J-1 sponsor and issues Form DS-2019. For most J-1 students at Penn, the University is the sponsor, and the advisors at International Student and Scholar Services (ISSS) are their RO/ARO. If the J-1 sponsor is an *agency* (e.g. IIE), and if the student is uncertain how to reach the J-1 RO/ARO, an ISSS advisor will help finding out, but Penn RO/ARO has no authority to grant permission for the student to accept on-campus employment. Please note that working without proper authorization is a serious immigration violation.

**Part A: J-1 Student Information (completed by Student)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

Statement of Understanding:

- I have maintained valid J-1 status since I began my study at the University of Pennsylvania.
- I have maintained adequate health insurance required by the US Department of State for myself and J-2 dependents if any.
- I understand that I must report to ISSS any change to my name, address, or employment within 10 days.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B: Employment Information (completed by Penn Hiring Department)**

Name of Penn Hiring Department: \_\_\_\_\_

*(For UPHS entities only)* Enter the IRS Employer Identification Number (EIN) of payroll on which this employee will be placed: \_\_\_\_\_ and enter the official name of the entity: \_\_\_\_\_

*\* Not all affiliated hospitals qualify for on-campus employment. For more information, see an ISSS advisor.*

Position Title: \_\_\_\_\_ Number of Work Hours/Week: \_\_\_\_\_

Anticipated Dates of Employment/Fellowship/Assistantship:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Attach a copy of your passport pages (biographical data, photo, expiration date), I-94 card, and DS-2019.**
- **You may request on-campus employment authorization by seeing an ISSS advisor, or by dropping off the complete request packet at the ISSS reception desk.**
- **Pick up the on-campus employment authorization at the ISSS reception desk after three business days.**

**Part C: On-Campus Employment Authorization (completed by ISSS Advisor)**

**Approved**     **Denied** for the following reason(s): \_\_\_\_\_

Name of ISSS RO/ARO: \_\_\_\_\_

Signature of ISSS RO/ARO: \_\_\_\_\_ Date: \_\_\_\_\_

***This employment authorization is valid only for the employment opportunity and dates specified above. Any changes will require new authorization by an ISSS advisor.***