



On-Campus Employment at an Off-Campus Location Authorization Form for F-1 Students

Eligibility & Requirements:

1. Student must have and maintain valid F-1 status (J-1 students are not eligible for this authorization).
2. Employment at an off-campus location must be an integral part of the student's educational program.
3. The off-campus location must be an entity that is educationally affiliated with the University.
4. The educational affiliation must be associated with the University of Rochester's educational curriculum or related to contractually funded research at the post graduate level (CFR 214.2(f)(9)(1)).
5. While being paid by the employer, the student is required to maintain full-time enrollment at the University and make satisfactory progress towards their degree program.
6. Employment is limited to 20 hours per week during the academic year and full-time during breaks.
7. A copy of the affiliation agreement and employer's offer letter that includes start and end dates, number of hours per week and job description must be attached to this application.
8. An International Student Advisor must authorize employment *before* the student begins work.

Student Information:

University ID#: _____

Name: _____ Date of Birth: ____/____/____

Email: _____ Phone: _____

Intended Employment:

Employer: _____

Start Date: ____/____/____ End Date: ____/____/____ Hours per week: ____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person or Supervisor: _____

Email: _____ Phone: _____

Recommendation of Academic Advisor:

This F-1 employment is determined to be integral to the student's educational program.

Copies of employer's Offer Letter and UR Affiliation Agreement are attached.

Advisor's Signature

Name (print)

Certification from Dean's Office:

Grad/Undergrad Dean's Signature

Name (print)

ISO Advisor's Authorization to begin work: _____