



On-Campus Work Authorization for J-1 Students

J-1 students sponsored by the University of Rochester may engage in two kinds of on-campus employment while pursuing their academic program: (1) **Employment Related to Academic Funding** and (2) **Other On-campus Work**. Off-campus work permissions include options for Academic Training and Economic Hardship Employment. Find appropriate information online.

Each campus employer must be reported separately! For authorization, you must meet the following regulatory conditions:

- Maintain good academic standing and a full course of study each term;
- All types of employment *combined* must total **no more than 20 hours per week**, except during school breaks and annual vacation periods when it may be full-time;
- Approval may be valid up to 12 months at a time and is withdrawn when program ends or study is interrupted;
- Maintain appropriate health insurance for yourself and any dependents.
- **Each job offer must be authorized in writing by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) of the student's J-1 program *before* beginning work.** All employment must be reported to the SEVIS database. Fulbright and other sponsored students must contact their program sponsor for work permission.

Student Information:

University ID#: _____

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

Email: _____ Phone: _____

Requested On-Campus Employment:

- Employment related to: Scholarship Fellowship Assistantship
- Other on-campus employment, NOT related to an academic scholarship, fellowship, assistantship, etc.

If other, indicate the job title/nature of the work: _____

UR Employer Details: Start Date: ____/____/____ End Date: ____/____/____

Hiring Department: _____ Hours per week: ____

Location/Address: _____

City: _____ State: _____ Zip Code: _____

Authorization to pursue on-campus employment, as listed above:

As provided by 22 CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-00624 grants permission for this student to work on-campus a maximum of 20 hours per week when school is in session and full-time during breaks. This authorization is valid for one year, provided this student maintains valid J-1 student status. Additional periods or locations of on-campus employment must be authorized separately.

Name & Title, ARO for Student Services (ISO)

Signature