Request for J-1 On-Campus Employment Permission

This form is for use by J-1 students seeking permission to engage in on-campus employment. It may be used only by those J-1 students whose DS-2019 was issued by Barry University. Students whose DS-2019 was issued by a sponsoring agency must contact that sponsoring agency to request employment permission.

Per the regulations of the U.S. State Department which governs J-1 status, J-1 students may not engage in any campus employment until their request for employment permission is officially approved via the Office of International and Multicultural Programs. Permission may only be granted in increments of one year or less. Once approved, employment may be for up to 20 hours a week (while school is in session) during the authorized dates and at the location listed on this form only.

Section 1: Student Information (Please print clearly)

Family Name: ___________________________ First Name: ___________________________

Student I.D. Number: ______________________ Email address: __________________________

Signature of Student: ___________________________ Date: ______/____/____

Month    Day    Year

Section 2: To Be Completed by the On-Campus Employer

Campus Department Name: ___________________________ Work location: ___________________________

Start Date of Employment: ______/____/____  End Date of Employment: ______/____/____

Month    Day    Year    Month    Day    Year

(Permission can only be granted in increments of one year or less) Hours to be worked per week: _______

Type of employment (Check one only): ☐ Assistantship
☐ Hourly worker
☐ Other (explain) ___________________________

Signature of Hiring Authority: ___________________________ Date: ______/____/____

Month    Day    Year

Printed Name of Hiring Authority: ___________________________

Section 3: Office of International and Multicultural Programs

Employment authorization as noted in Sections 1 and 2 of this form is granted provided the student maintains the conditions of J-1 status. This authorization has been entered into the SEVIS record of the above named student.
Signature of ARO/RO: ____________________________________________ Date: ______/____/____

Printed Name of ARO/RO: ____________________________________________