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 Students Services. 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: ____/____/______

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

Campus Department Name: _______________________________ Work location: _________________________

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

(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: _____/____/______

Printed Name of Hiring Authority: __________________________
Section 3: Office of International Students Services

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: __/__/____

Month Day Year

Printed Name of ARO/RO: ___________________________