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 The University of Mississippi. 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 govern 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 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: ___/___/_____

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 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: __________________________________________

Revised: 7/2010