



Office of International Programs  
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## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Printed Name of ARO/RO: \_\_\_\_\_