

## **General Information**

### ***What is On-Campus Employment Authorization?***

J-1 students must have authorization from the program sponsor that issued their Form DS-2019 in order to work on campus. This employment authorization is for a specific job at a specific location on campus, and must be renewed every year, or for every new on-campus job. [22 C.F.R. § 62.23(g)(2)(iv)].

### ***Who is eligible for On-Campus Employment Authorization?***

(1) The student employment:

- Is pursuant to the terms of a scholarship, fellowship, or assistantship;
- Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;

(2) Student Exchange Visitors may engage in employment as described above if the:

- Student is in good academic standing at the post-secondary accredited educational institution;
- Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
- Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation, when it may be full time;
- The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid for up to 12 months, but is automatically withdrawn if the student's program is transferred or terminated.

This procedure does *not* apply to J-1 students on Academic Training, J-1 students sponsored by other organizations such as Fulbright (IIE), J-1 students who have completed their academic programs, or F-1 students.

### ***When should I apply for On-Campus Authorization?***

You must apply for On-Campus Employment Authorization at least 1 week prior to the start date. The employment authorization will be valid for twelve months from the employment start date or through the DS-2019 program end date, whichever is earlier. J-1 students must obtain a new authorization for each additional year of employment or if they change jobs.

### ***How can I apply for On-Campus Authorization?***

The hiring department should verify the student's on-campus employment position in Section I, the student will complete Section II, and OISS will complete Section III. OISS will also report the employment authorization to the Department of State through the SEVIS system. J-1 students should keep the signed employment authorization forms in their permanent records as evidence that they obtained the required employment authorization.

### ***How many hours can I work?***

When school is in session, no more than 20. When school is not in session, you may work more than 20. If your authorization is for 20 or less hours per week, you will need a separate authorization for any time over 20 hours per week.

### ***How do I find out more about obtaining a Social Security card or filing U.S. taxes?***

To find out more about the process, please see:

- Social Security Numbers: <https://oiss.rice.edu/ssn>
- Tax Information: <https://oiss.rice.edu/tax>



# On-Campus Employment Authorization For Rice Sponsored J-1 Students

## On-Campus Employment Authorization Form for Rice Sponsored J-1 Students

### Section I – Completed by Rice Hiring Department

DEGREE LEVEL BACHELOR'S    MASTER'S    DOCTORATE    MBA    ARTIST DIP.				RICE ID#	
LAST NAME			FIRST NAME(S)		
RICE HIRING DEPARTMENT		START DATE	END DATE	NUMBER OF WORK HOURS/WEEK	
TYPE OF EMPLOYMENT ASSISTANTSHIP (TA/RA)    FELLOWSHIP    ON-PREMISES/ON-CAMPUS (Rec Center, Library, etc.)    SCHOLARSHIP					
SUPERVISOR NAME		SUPERVISOR SIGNATURE		SUPERVISOR TITLE	SUPERVISOR PHONE #

### Section II – Completed by J-1 Student

I understand and agree to abide by the following (please initial):

\_\_\_\_ 1. I understand that this authorization is for the above employer only for the amount of hours listed above. If the hours and or the employer changes, I will provide OISS with a new form at least 1 week before any changes. I also understand if I leave this position prior to the end date, I will notify OISS.

\_\_\_\_ 2. I understand that in order to have authorization to work on-campus, I must maintain my status.

### Section III – Completed by Rice Sponsor

I approve this on-campus position for \_\_\_\_\_ hours.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

#### Signature Authorities Include:

- Undergraduate Exchange Students: Ms. Beata Loch
- Turkish ESL Students: Ms. Pamela Howard

### Section IV – Completed by OISS

The Office of International Students and Scholars at William Marsh Rice University (P-1-00272) authorizes the above student to participate in student employment per 22CFR 62.23(g).

\_\_\_\_\_  
Employment Authorization Start Date

\_\_\_\_\_  
Employment Authorization End Date

\_\_\_\_\_  
William Marsh Rice University ARO  
Name/Signature

\_\_\_\_\_  
Date

<b>For OISS Use Only</b>		Approved/Denied by: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
<input type="checkbox"/> SEVIS	<input type="checkbox"/> FSA	
<i>Updated: 02/28/2019</i>		