



BOISE STATE UNIVERSITY

On-Campus Employment Authorization (J1 students)

J-1 students are eligible to work on-campus, so long as the employment is pre-authorized in writing by International Student Services and the employment meets immigration requirements. We recommend that all J-1 students follow this procedure before starting an on-campus job. This process is *not* required for J-1 students on Academic Training, J-1 students sponsored by other organizations (e.g. Fulbright), or F-1 students.

J-1 students must be in good academic standing to work on-campus. J-1 students can work a maximum of 20 hours per week on-campus during the semester, and full-time during semester breaks.

Instructions:

1. Ask the department that is offering you employment to complete Employer section of the form. All signatures must be original signatures.
2. Complete the Student section of the form.
3. Bring a photocopy of your passport, DS-2019, and this signed form to the International Student Services Office (2nd floor of the SMASH building).
4. ISS will complete the ISS section of the form within 5 business days.
5. You may begin work in that position after receiving the completed form from ISS. Please keep the completed form in your records as verification of your authorized employment.
6. Work authorization ends in 12 months or the end of your program (whichever date is earlier).
7. Remember to update ISS if you have any change of employment or employer

Any questions about this form or J-1 student employment can be directed to Ruth Prince (ruthprince@boisestate.edu).



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Section I – to be completed by student

Student Name: _____ **Student ID:** _____

I verify the following (initial each box as applicable):

I am currently maintaining J-1 status

I understand that I cannot work on campus until I am notified that this authorization is approved

I understand that I can work no more than 20 hours per week during the semester

I understand that this is not an authorization for off-campus employment and that off-campus employment requires a separate work authorization

I understand that I must still follow Boise State University employment policies

Student Signature: _____ **Date:** _____

Section II – to be completed by employer

This letter serves to confirm that the student named above will be, or is currently employed with _____ [department or unit on campus] in the position of _____ . The student will begin work on _____ (mm/dd/yyyy), and will work _____ hours weekly. Employment will end on _____ (mm/dd/yyyy).

Immediate Supervisor Name (print): _____

Immediate Supervisor Signature: _____ **Date:** _____

Section III – to be completed by International Student Services

As provided by 22CFR 62.23(g), the Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-05676 grants permission for this student to work on-campus a maximum of 20 hours per week when school is in session and full-time during vacation periods. The student must maintain valid J-1 student status at Boise State University in order to maintain the validity of this authorization. This employment authorization is granted effective from the date signed, for one year duration or until the end date of the DS-2019, whichever is earlier.

Alternate Responsible Officer Name (print): _____

Alternate Responsible Officer Signature: _____ **Date:** _____