

Employment Authorization Guidelines and Procedures

Types of Employment:

As an ISEP-sponsored J-1 exchange visitor, you may request authorization for employment under the following circumstances:

- **On-Campus Assistantships or Fellowships:** You may be employed on-campus pursuant to the terms of a scholarship, fellowship or assistantship.
- **On-Campus Employment:** During your exchange, you may pursue part-time, on-campus employment only if both of the following conditions are met:
 - This employment will not cause you to reduce your course load below full-time student status;
 - ISEP has issued a formal letter authorizing your employment before you begin work.
- **Off-Campus Employment:** During your exchange, you may pursue part-time, off-campus employment only if all of the following conditions are met:
 - Such employment is required by an unforeseen and urgent financial need that has arisen after your arrival in the United States;
 - The employment will not cause you to reduce your course load below full-time student status;
 - ISEP has issued a formal letter authorizing your employment before begin work.

All student employment is limited to no more than 20 hours per week during the academic term.

Students authorized to work up to 20 hours per week during their exchange period are permitted to work full time during vacations periods.

HOW TO REQUEST EMPLOYMENT AUTHORIZATION

- Complete the *ISEP Employment Authorization Request Form*. Incomplete forms will be returned to you with no action taken. Be sure to provide detailed information on the prospective employment and the reason for requesting work authorization.
- Bring the completed form, together with your passport and DS-2019, to your host institution coordinator. Your coordinator will verify that your exchange visitor status is in order and will discuss your request for employment with you.
- Your host institution coordinator will sign the request form and indicate whether he/she approves the request. Your coordinator will then forward the form to ISEP. ISEP encourages coordinators to submit this form via email to reduce processing time. An original signed copy is not needed.
- After reviewing your request, ISEP will notify your host coordinator in writing whether your request has been granted and will provide you with the necessary documentation. Remember that you are not allowed to work until you are notified by ISEP. **Working without written approval from ISEP is in direct violation of U.S. law.**

EMPLOYMENT AUTHORIZATION REQUEST FORM

To Be Completed by the ISEP Participant

Name: _____

Home Institution: _____

Host Institution: _____

I request authorization to pursue part-time employment (not to exceed 20 hours per week) as described below. I agree that this employment will not cause me to reduce my program of studies below full-time student status.

Signature: _____ Date: _____

Employment Information: (all fields must be filled out):

Employer Name: _____

Employer Address: _____

Number of Hours per Week: _____

Employment Begin Date: ____/____/____ End Date: ____/____/____

Employment Type: On Campus Off Campus

On Campus Employment Details (Position/Title):

Off-Campus Employment (based on unforeseen economic hardship):

Describe the significant change that has occurred in your financial status since entering the United States that warrants this off-campus employment authorization:

To Be Completed by the Host ISEP Coordinator

I have discussed this student's request for authorization to work and support this request. Furthermore, I have verified that the student's exchange visitor status is in order; the student is enrolled full time, and is in good standing.

Signature: _____ Date: _____