

J-1 Students ON-CAMPUS EMPLOYMENT AUTHORIZATION FORM

The J-1 Exchange Visitor Program regulations require that the Warfel Center for International Programs and Services (IPS), as program sponsor, grant authorization to J-1 students for a specific location of on-campus employment, to be renewed on a yearly basis [11 C.F.R. §62.23(g)(2)(iv)]. **Please read the following information regarding student employment.**

Authority cite 22 C.F.R. § 62.23(g) – Student Employment

Exchange visitor students may engage in part-time employment when the following criteria and conditions are satisfied.

1. Student employment:
 - a. Is pursuant to the terms of a scholarship, fellowship, or assistantship;
 - b. Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;
2. Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the:
 - a. Student is in good academic standing at the post-secondary accredited educational institution;
 - b. Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
 - c. 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; and
 - d. The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months but is automatically withdrawn if the student's program is terminated.

IPS Statement

We recommend to all Millersville University sponsored J-1 students working on-campus to follow this procedure. We advise J-1 students to obtain new authorization for each additional year of employment and if the job position changes.

The authorization template is found on the second page of this document. The employing department should verify the student's on-campus employment position in section 1, and the Office of International Programs and Services will then sign the written authorization in section 2. The J-1 student should keep the authorization in permanent records.

This procedure does *not* apply to J-1 students on Academic Training, J-1 students sponsored by other organizations such as Fulbright (IIE), or F-1 students. If you have any questions, please contact International.Services@Millersville.edu.

INSTRUCTIONS FOR J-1 STUDENTS

1. Ask your employing department to complete Section 1. The employer may use Acrobat Reader to complete and print the form, or you may print the form for the employer to complete by hand. The employer signature should be completed in DocuSign or be a wet signature.
2. Bring these documents to the IPS reception desk to drop them off. The letter will then be ready within 5 business days for pick-up with Section 2 signed. You should keep this signed letter permanently for your records to show that you have been authorized for on-campus employment.

The employment authorization will be valid for one year from the date signed by the Warfel Center for International programs and Services.

You should obtain a new authorization for each year of your on-campus employment and re-apply if you change jobs.

CHECKLIST OF REQUIRED DOCUMENTS WHICH MUST ACCOMPANY THIS FORM FOR REVIEW

- ☐ copy of current DS-2019
- ☐ copy of most recent I-94

SECTION 1 – STUDENT EMPLOYEE INFORMATION			
To be completed by future Millersville University employer. Please fill out student information below.			
Last Name		First Name	Middle Name
Date of Birth	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Millersville Email	Student ID Number
Current Address			
<p>This letter serves to confirm that the student named above will be, or is currently employed with _____</p> <p>_____ (department or unit on campus) in the position of _____.</p> <p>The student begins/began work on _____ (mm/dd/yyyy) and works _____ hours weekly.</p>			
Immediate Supervisor Signature		Print Name and Title	
Phone Number		MU Email	

SECTION 2 – PERMISSION			
To be completed by Millersville University's Warfel Center for International Programs and Services.			
<p>As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-27741 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 Millersville 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.</p>			
IPS Staff Signature		Date	
Employment Authorization Start Date		Employment Authorization End Date	
<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Approved <input type="checkbox"/> Follow-up Needed	Initials: _____ Date: _____	Initials: _____ Date: _____	Initials: _____ Date: _____