

J-1 Student Employment Tracking Form

As a J-1 student, certain kinds of employment permission are available under the regulations. J-1 students (unless prohibited by J-1 sponsor) are eligible to work on-campus for 20 hours a week during the school year and full time during vacation periods. All work must be reported to the ISSO before the employment start date so that the ISSO can enter the information into SEVIS. Work that exceeds 20 hours per week on-campus or any work off-campus must be authorized by the ISSO. Students **MUST** schedule an appointment with an ISSO advisor before the employment start date.

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____
Degree Level: _____ Major: _____
Current Semester: _____ Year: _____ Student ID Number: G00
Expected Date of Graduation: _____ Current Number of Credit Hours: _____

Employer Information

Company Name: _____ Department: _____
Street Address: _____
City: _____ State: _____ ZIP Code: _____
Dates Worked: _____ From: _____ To: _____
How many hours do you work per week? _____

Additional Information

Type of addition on-campus employment: (check all that apply)

Assistantship Fellowship Scholarship

Please describe any additional on-campus employment.

Signature of Student: _____ Date: _____

The maximum length of a segment of student employment is 12 months. Student must communicate with the ISSO advisor if he/she switches or adds an employer or cancels the employment.