

## J-1 On-Campus Employment Authorization

All J-1 students who wish to engage in **any** on-campus employment **must** obtain employment authorization in SEVIS before beginning work. J-1 students sponsored by UTSA who wish to work on campus should first submit a request to the International Student Services. International Student Services will review the information and enter it into SEVIS. Employment authorization must be renewed every 12 months or when the employment changes.

### ELIGIBILITY

In order to be eligible for on-campus employment, you must:

- Be a full-time student.
- Have a valid DS-2019.
- Be in good academic standing at UTSA.

**NOTE:** Your authorization to work ends when you complete your academic program, even if your DS-2019 still appears to be valid.

### HOURS PER WEEK OF EMPLOYMENT

Full-time J-1 students are allowed to work up to 20 hours per week when the university is in session. You would be eligible to work more than 20 hours per week when the university is not in session (spring break, summer vacation and winter break).

**NOTE:** If you would wish to work more than 20 hours per week on campus, and the work is in your major field of study and is an integral/critical part of your academic program, please consult an UTSA international student advisor.

### Attention

If your DS-2019 is not issued through UTSA, you must meet with your current international student advisor to find out if you can apply for on-campus work.

### REQUIRED DOCUMENTS

To request for on-campus employment authorization, you must submit the following documents to International Student Services:

- Completed On-campus Employment Authorization Request Form
- Letter from your on-campus employer

### AUTHORIZATION PROCESS

After the documents are reviewed, International Student Services will enter the information in SEVIS and generate a cover letter detailing your authorization for on-campus employment. You may pick up the letter 48 business hours after your request. The SEVIS system does not allow us to authorize more than 12 months of on-campus employment at a time. Be sure that you request new employment authorization each year, if necessary. New students may not be authorized for an employment start date that is earlier than the program start date on their DS-2019.

### J-1 Student On-Campus Employment Authorization Request Form

#### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: @ \_\_\_\_\_ OR myUTSA ID: \_\_\_\_\_

Current End Date on your DS-2019 (mm/dd/yy): \_\_\_\_\_

Employment Type:

- Teaching Assistant
- Research Assistant
- Fellowship/Scholarship through UTSA
- Part-time (20 hrs/wk) On-campus Work
- Other: (please explain) \_\_\_\_\_

Total Proposed Hours: \_\_\_\_\_

Proposed Employment Dates: (Begin Date) \_\_\_\_\_ (End Date) \_\_\_\_\_

The name of the on-campus hiring department: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

By submitting this form, you are certifying that you are in lawful J-1 status, you will work only with authorization and to the extent allowable (on-campus and a maximum of 20 hours per week during the semester), and you will request new authorization when your job changes, when you extend your DS-2019, or before the end of this period of employment whichever comes first.

Student's Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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#### For International Student Services use only

Current Standing: \_\_\_\_\_ HRS: \_\_\_\_\_ DS-2019 Expires: \_\_\_\_\_

Comment: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Processed in SEVIS: \_\_\_\_\_ Ltr issued: \_\_\_\_\_  
(Tanya, Miwako)