



Office of International Student Services

## J-1 Student Employment Request and Authorization Form

Immigration regulations require all J-1 students to have employment authorization in advance and in writing before engaging in any type of employment. Prior written authorization is required for each and every job the student wishes to work. Each authorization applies to a specific job and is valid for 12 months. If you want to engage in employment as a J-1 student, please read the information below and complete **Part A** of this form. Then have your prospective employer complete **Part B** on the back of this form. After **Parts A** and **B** are completely filled out with the appropriate signatures, please submit the form to the OISS to request a 12 month employment authorization.

► ***This form must be submitted to the OISS at least 2 weeks prior to your employment start-date.*** ◀

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### ► ***Part A-- To be Completed by the J-1 Student:***

I, \_\_\_\_\_, (Student ID: \_\_\_\_\_) am requesting 12 months of  
(Name of Student)  
employment authorization for \_\_\_\_\_ hours per week. I understand the eligibility requirements and conditions of J-1 employment as follows:

- I must maintain good academic standing at Regent University while employed.
- Except during official institutional breaks and my annual vacation, my employment may total no more than 20 hours per week and I must continue to engage in a full course of study while employed.
- This approval will be withdrawn automatically if I drop out of my academic program.
- The Alternate Responsible Officer (ARO) in the International Student Services Office must approve the employment, in advance, and in writing, and each authorization is only valid for 12 months at a time.
- Students applying for off campus employment for severe and unforeseen economic circumstances must provide documentation/evidence.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(--Over for Part B--)

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### ► ***To be Completed by the Responsible Officer (RO) in the International Student Services Office:***

Name of J-1 student authorized to work: \_\_\_\_\_

Type of "Student Employment" authorized:

- \_\_\_\_\_ **TYPE 1:** "Student Employment" pursuant to the terms of a scholarship, fellowship, or assistantship.
- \_\_\_\_\_ **TYPE 2:** "Student Employment" on the premises of Regent University.
- \_\_\_\_\_ **TYPE 3:** "Student Employment" off campus, necessary because of serious, urgent and unforeseen economic circumstances that have arisen since the student acquired Exchange Visitor status.

Name/Title of the Employer's Office: \_\_\_\_\_

This approval is authorized from: \_\_\_\_\_ until: \_\_\_\_\_ for \_\_\_\_\_ hours per week and must be renewed by the student if the student wishes to work beyond one year/12 months.

**Signature of ARO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**► Part B--To be completed by the Prospective Employer of the J-1 Student Visa Holder:**

I am writing to verify that my office/department/company \_\_\_\_\_ would  
(Name/Title)

like to hire \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of J-1 Student) (Date) (Date)

for \_\_\_\_\_ hours per week. I am able to confirm that the student will not begin any services for us until we have seen evidence that the student has received prior written authorization from RU's International Student Services Office (OISS).

The nature of the employment will include:

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I understand that the student cannot begin working until prior written authorization has been received from the OISS at Regent University and that the authorization should be submitted with the I-9 (Eligibility for Employment) form to the Human Resource Office. I also understand that, per federal immigration regulations, the student is restricted to working no more than 20 hours per week in total while school is in session and that each employment authorization is valid for 12 months at a time. If continued employment is necessary by the end of this 12 month period, I understand that another request form must be completed for an additional employment authorization from the OISS.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Phone #**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**