International Student and Scholar Services Office
Division of Student Affairs

Student Center North, N203, Houston, TX 77204-3024 Phone: (713) 743-5065 Email: isssohlp@central.uh.edu http://uh.edu/oisss

J-1 Student On-Campus Employment Authorization Application

J-1 students must receive authorization of employment in advance before the employment begins. Authorization can be granted in periods of up to 12 months at a time. Please complete this page if the J-1 Student will have an On-Campus Job.

Last Name: _____ **First Name:** _____ **Student ID:** _____ **Request Date:**_____

1. **Employer Name:** _____ (College/Department)
2. **Employer Address:** _____

   City:_____

   State:_____ Zip Code: _____
3. **Number of Hours Per Week(cannot exceed 20hrs):**_____
4. **Employment Begin Date:** _____ (please use a date in the future)
5. **Employment End Date:** _____
6. **Employment Type:** _____ (TA, RA, or IA. If other type, please specify.)
7. **Comments:**_____

I understand that I must have written letter authorization from ISSSO and receive the confirmation from ISSSO that my on-campus employment has been entered into SEVIS in order to begin work. I must submit this form again if I need to extend my on-campus employment authorization beyond the current end-date.

Student signature: **Date:**

UH Employment Supervisor Name: **Signature:** **Date:**

Monthly Salary Amount: $_____

Total Amount(based on requested Employment Begin and End Dates: $_____

Does this position entitle student to in-state tuition? Yes / No

I understand that the student needs to submit a written authorization letter from ISSSO to be eligible for this on-campus employment and can only work within the dates provided in said authorization letter that may or may not match the dates on this form.

UH Employment ABA/DBA Name: **Signature:** **Date:**