



INTERNATIONAL AFFAIRS

J-1 STUDENT ON-CAMPUS EMPLOYMENT REQUEST FORM

J-1 Students are required to get **written authorization** from the Responsible or Alternate Responsible Officer for their Lewis University J-1 program **before beginning any employment**, either on-campus or off-campus. In addition to this form, a letter from the employer/department verifying your offer of employment must be submitted to **ISGSS@lewisu.edu**. J-1 Students may work part-time (up to 20 hours /week from **all** sources) while classes are in session and full-time (more than 20 hours/week) **only** during official breaks.

Employment authorization is valid for up to 12 months, until the expiration date on your DS-2019, or until the end date of your employment, whichever is earlier. Employment can be approved up to 12 months at a time and must be re-authorized every year. Failure to get authorization in writing from the RO/ARO in the ISGSS for initial or subsequent employment will result in an J-1 visa status violation. Once ISGSS receives your On-Campus Employment Request Form + Job Offer Letter, please allow up to 2 weeks to process the written authorization. Remember you cannot begin work until your authorization is approved by ISGSS.

Note: Lewis' Program ID (PID) is P-1-44141.

SECTION I: STUDENT INFORMATION

NAME: _____ PID: _____

PHONE NUMBER: _____ EMAIL: _____

PROGRAM END DATE ON DS-2019: _____ SEVIS NUMBER: _____

U.S. RESIDENTIAL ADDRESS INFORMATION:

STREET: _____

CITY: _____ STATE: _____ ZIPCODE: _____

SECTION 2: EMPLOYMENT INFORMATION: To be completed by the employing department

DEPARTMENT NAME: _____

STREET/BUILDING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

NUMBER OF HOURS PER WEEK: _____ JOB TITLE: _____

START DATE: _____ END DATE: _____

TYPE OF EMPLOYMENT: ASSISTANTSHIP FELLOWSHIP ON-PREMISES SCHOLARSHIP

SIGNATURE

PRINTED NAME

TITLE & DEPARTMENT

DATE

DAYTIME PHONE