



On-Campus Employment Authorization For U-M Sponsored J-1 Students

Information for U-M employing departments and U-M sponsored J-1 International Students:

Procedure for Yearly Written Authorization for On-Campus Employment

The J-1 Exchange Visitor Program regulations require that International Center, as program sponsor, grant authorization to J-1 students for a specific location of on-campus employment, to be renewed on a yearly basis [22 C.F.R. § 62.23(g)(2)(iv)].

Authority cite 22 C.F.R. § 62.23(g) – Student Employment

Exchange visitor students may engage in part-time employment when the following criteria and conditions are satisfied.

(1) The student employment:

(i) Is pursuant to the terms of a scholarship, fellowship, or assistantship;

(ii) Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;

(2) Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the:

(i) Student is in good academic standing at the post-secondary accredited educational institution;

(ii) Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;

(iii) Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation, when it may be full time; and

(iv) The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.

We recommend all University of Michigan-sponsored J-1 students working on-campus follow this procedure. We advise J-1 students to obtain a new authorization for each additional year of employment and if job position changes.

The authorization template is found on the second page of this document. The employing department should verify the student's on-campus employment position in section I, and International Center will then sign the written authorization in section II. The J-1 student should keep the authorization in permanent records.

This procedure does *not* apply to J-1 students on Academic Training, J-1 students sponsored by other organizations such as Fulbright (IIE), or F-1 students.

If you have any questions, please contact icenter@umich.edu.

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Instructions for U-M Sponsored J-1 students who wish to work on-campus:

1. Ask your employing department to complete Section I. The employer may use Acrobat Reader to complete and print the form, or you may print the form for the employer to complete by hand. The employer signature should be an original signature.
2. Attach a copy of your current DS-2019 and a copy of your most recent I-94 card (front side only).
3. Bring these documents to the International Center reception desk to drop-off. The letter will then be ready 5 business days later for pick-up with Section II signed. You should keep this signed letter permanently for your records to show that you have been authorized for on-campus employment.

The employment authorization will be valid for one year from the date signed by International Center. You should obtain a new authorization for each year of your on-campus employment and re-apply if you change jobs.

Section 1- Student Employee Information, to be completed by University of Michigan employer:

LAST NAME		FIRST NAME	MIDDLE NAME
DATE OF BIRTH (mm-dd-yyyy)	UNIQUENAME	UMID #	

This letter serves to confirm that the student named above will be, or is currently employed with

_____ [department or unit on campus] in the position of

_____. The student begins/began work on _____ (mm/dd/yyyy)

and works _____ hours weekly.

Immediate Supervisor Signature

Print Name and Title

Phone Number

Section II, to be completed by the University of Michigan International Center:

As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-00142 grants permission for this student to work on-campus a maximum of 20 hours per week when school is in session and full-time during vacation periods. The student must maintain valid J-1 student status at the University of Michigan in order to maintain the validity of this authorization. This employment authorization is granted effective from the date signed, for one year duration or until the end date of the DS-2019, whichever is earlier.

U-M International Center Signature

Date

Louise Baldwin, Associate Director/RO
Linda Kentes, Assistant Director/ARO
Elena Gruzdeva, Advisor/ARO
Emily Jenkins, Advisor/ARO

Scott Manley, Advisor/ARO
John Prescott, Advisor/ARO
Liz Wiseman, Advisor/ARO

International Center Use Only	<input type="checkbox"/> In	ACTIVE	NONACTIVE	Initials:	Date:
	<input type="checkbox"/> Approved			Initials:	Date:
	<input type="checkbox"/> Follow-up Needed			Initials:	Date:
	<input type="checkbox"/> Out			Initials:	Date: