



# J-1 On-Campus Employment

Family Name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

UIN: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ My Current Immigration Status is J-1:  Yes  No

Degree Level:  Bachelor  Master  Doctorate  Other \_\_\_\_\_

Type of On-Campus Employment:  Student Hourly Position  Graduate Assistantship  Other \_\_\_\_\_

### Eligibility Requirements:

J-1 students must obtain authorization from their program sponsor to engage in up to 20 hours per week of on-campus employment. Once authorized, UIC employment cannot exceed 20 hours per week while school is in session; this amount includes all other authorized employment. J-1 students may work more than 20 hours per week during official university breaks only (Winter, Spring, and Summer Breaks).

J-1 students are required to report all on-campus employment to the Office of International Services in 12 month increments. If you are a J-1 student and work on-campus, submit a copy of your job offer letter that includes start and end dates to the Office of International Services.

On campus employment does not need to be related to the student's field of study.

Note: Graduate Assistantships correspond to a percentage of hours to be worked each week:

- 50% = 20 hours per week
- 33% = 14-15 hours per week
- 25% = 10 hours per week

### How to Apply:

1. Complete the *J-1 On Campus Employment* form.
2. Attach on-campus employment offer letter or Student Employee Requisition

As the undersigned, I have read the above and understand the need to maintain my J-1 lawful immigration status. I also understand that immigration regulations are subject to change, and ultimately it is my responsibility to be aware of such changes. Further, I hereby authorize the University to disclose copies of documents related to my immigration status to federal agencies if requested to maintain compliance.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_