

J-1 Student On-Campus Employment Authorization Form

Purpose: This form is required to be completed by J-1 students participating in student employment. Students must complete all sections and then submit the form to the International Center. You will receive a copy of this form after it is signed by an International Student Advisor, for your records. This form must be approved by the International Center before any student employment begins. You must submit a new form every 12 months, even if you are not changing employers. You must submit a separate form for each job, if you have multiple jobs.

Section 1: Personal Information

Family Name _____ First Name _____

Date of Birth _____ / _____ / _____
month day year

Student ID (A#) _____

Section 2: Student Employment Type

Please indicate if your employment type. Options are Assistantship (i.e. research or teaching) or On-Campus (i.e. library, office work).

Assistantship On-Campus

Section 3: Student Employment Information

Employer Name _____

Street Address _____

City _____ State _____ Postal Code _____

Employment Begin Date _____ Employment End Date _____

Number of hours working per week _____

Student Signature _____ Date _____

Section 4: International Center Authorization

The International Center authorizes the above named student to participate in student employment

from _____ until _____
Date Date

International Student Advisor Signature (RO/ARO) _____

International Center

Illinois Institute of Technology
3201 South State Street
MTCC, Room 202
Chicago, IL 60616

Phone: 312.567.3680
Fax: 312.567.3687