

## On-Campus Employment Authorization For MSUB Sponsored J-1 Students

### **Information for MSUB employing departments and MSUB sponsored J-1 International Students: Procedure for Yearly Written Authorization for On-Campus Employment**

J-1 students must have authorization from the program sponsor that issued their Form DS-2019 in order to work on campus. This employment authorization is for a specific job at a specific location on campus, and must be renewed every year, or for every new on-campus job. [22 C.F.R. § 62.23(g)(2)(iv)].

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

Student Exchange Visitors 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) Student Exchange Visitors may engage in employment as described above 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 Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.

All MSUB sponsored J-1 students working on-campus must follow the instructions on the authorization form on the second page of this document. The employing department should verify the student's on-campus employment position in Section I, and the International Office will then sign the written authorization in Section 2 and report the employment authorization to the Department of State through the SEVIS system.

The employment authorization will be valid for twelve months from the employment start date or through the DS-2019 program end date, whichever is earlier. J-1 students must obtain a new authorization for each additional year of employment or if they change jobs.

J-1 students should keep the signed employment authorization forms in their permanent records as evidence that they obtained the required employment authorization.

This procedure does *not* apply to J-1 students on Academic Training, J-1 students sponsored by other organizations such as Fulbright (IIE), J-1 students who have completed their academic programs, or F-1 students. J-1 students who have completed their academic programs are no longer eligible for on-campus employment unless they have obtained employment authorization based on academic training. J-1 students sponsored by other organizations should request on-campus employment authorization from their J-1 sponsors.

If you have any questions, please contact [ois@msubillings.edu](mailto:ois@msubillings.edu).

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

**Processing Time: 5 Working Days**

**Instructions for MSUB Sponsored J-1 students who wish to work on-campus:**

1. Ask your employing department to complete Section 1. 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. Bring this form, your passport, and a copy of your DS-2019 to the Office of International Studies. After the Immigration Specialist has signed Section 2 of this form, you may complete the hiring process through the Human Resources Office. Also, you should keep the signed form in your permanent records to show that you have been authorized for on-campus employment.
3. The employment authorization will be valid for a maximum of one year. 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 the University of Michigan employer:**

LAST NAME		FIRST NAME	MIDDLE NAME
DATE OF BIRTH (mm-dd-yyyy)	DEGREE MAJOR	GID #	SEVIS ID
DEPARTMENT/UNIT NAME			
DEPARTMENT/UNIT ADDRESS			
JOB TITLE		EMPLOYMENT START DATE	NUMBER OF WORK HOURS/WEEK
TYPE OF EMPLOYMENT ____ ASSISTANTSHIP    ____ FELLOWSHIP    ____ ON-PREMISES    ____ SCHOLARSHIP			
SUPERVISOR SIGNATURE		SUPERVISOR TITLE	SUPERVISOR PHONE #

**Section 2 - to be completed by the MSUB Office of International Studies:**

As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-06031 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 Montana State University Billings in order to maintain the validity of this authorization.

\_\_\_\_\_  
Employment Authorization Start Date

\_\_\_\_\_  
Employment Authorization End Date

\_\_\_\_\_  
MSUB International Studies Signature

\_\_\_\_\_  
Date

Abby Cook, *International Immigration Specialist/ARO*  
Dr. Paul Foster, *Director, International Studies/RO*

<b>International Office Use Only</b>	<input type="checkbox"/> Log In	Initials:	Date:
	<input type="checkbox"/> Log Out	Initials:	Date: