



J-1 STUDENT: ON-CAMPUS EMPLOYMENT AUTHORIZATION REQUEST

Last updated 01/31/2025

J-1 students may engage in on-campus employment as long as s/he has obtained approval in writing from his/her J-1 Responsible/Alternate Responsible Officer (RO/ARO), who represents the J-1 sponsor and issues Form DS-2019. For most J-1 students at Penn, the University is the sponsor, and the advisors at International Student and Scholar Services (ISSS) are their RO/ARO. If the J-1 sponsor is an agency (e.g. IIE), and if the student is uncertain how to reach the J-1 RO/ARO, an ISSS advisor will help finding out, but Penn RO/ARO has no authority to grant permission for the student to accept on-campus employment. Please note that working without proper authorization is a serious immigration violation.

Part A: J-1 Student Information (completed by Student)

Last Name: _____ First Name: _____
Date of Birth: _____ e-mail: _____

Statement of Understanding:

- I have maintained valid J-1 status since I began my study at the University of Pennsylvania.
I have maintained adequate health insurance required by the US Department of State for myself and J-2 dependents if any.
I understand that I must report to ISSS any change to my name, address, or employment within 10 days.

Signature of Student: _____ Date: _____

Part B: Employment Information (completed by Penn Hiring Department)

Name of Penn Hiring Department: _____

(For UPHS entities only) Enter the IRS Employer Identification Number (EIN) of payroll on which this employee will be placed: _____ and enter the official name of the entity: _____

* Not all affiliated hospitals qualify for on-campus employment. For more information, see an ISSS advisor.

Position Title: _____ Number of Work Hours/Week: _____

Anticipated Dates of Employment/Fellowship/Assistantship (NOTE: authorization cannot be given for more than one year):
From: _____ To: _____

Supervisor's Name: _____ e-mail: _____

Signature: _____ Date: _____

- Attach a copy of your passport pages (biographical data, photo, & expiration date), I-94 card, and DS-2019.
Request on-campus employment authorization by seeing an ISSS advisor

Part C: On-Campus Employment Authorization (completed by ISSS Advisor)

Approved Denied for the following reason(s): _____

Name of ISSS RO/ARO: _____

Signature of ISSS RO/ARO: _____ Date: _____

This employment authorization is valid only for the employment opportunity and dates specified above. Any changes will require new authorization by an ISSS advisor.