



Western Oregon University J-1 Student Off Campus Employment Information

As a J-1 exchange visitor student, you may engage in on or off campus employment while school is in session if you meet the criteria of the United States Citizenship and Immigration Services (USCIS).

Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or other benefit. You may do “volunteer” work without pay or other compensation if the activity is usually unpaid (e.g, helping with a Red Cross blood drive) but you may not do “volunteer” work if the activity is usually paid (e.g., bussing tables or babysitting). To be eligible for employment, you must have written authorization from a “responsible officer” before beginning any kind of work.

Employment may be the following types:

1. Employment pursuant to the terms of a scholarship, fellowship, or assistantship.
2. On-campus employment.
3. Off-campus employment which is necessary because of serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status.

To be eligible, you must also meet these conditions:

- You must be in good academic standing,
- You must continue to engage in a full course of study, except for official school breaks and your annual vacation and,
- You must have a written offer of employment or a completed Employment Authorization form.

The employment may not exceed 20 hours per week, except during official school breaks and your annual vacation when employment may be full time. The responsible officer must grant approval for off-campus employment in advance and in writing. Such approval may be valid up to twelve months, but is automatically withdrawn if your program is terminated. You are eligible to work only after obtaining written approval from the responsible officer.



**Western Oregon University
J-1 Off Campus Employment Authorization**

This form is for J-1 international students to apply for a social security card for employment and/or to request off campus employment. Students should complete this form and submit it to the ISSA office (to receive a work permission letter), the Social Security Administration (if student has not yet received a Social Security Number) or to the off campus employer.

Name: _____ WOU Student ID #: _____
(Family Name) (First Name) (Middle Name)

Level: IEP Undergraduate Post-Bac Graduate Date of birth: _____
Month/Day/Year

WOU E-mail Address: _____ Phone Number: _____

Do you have a Social Security Card?: Yes No

Type of employment requested:

- Employment is pursuant to the terms of a scholarship, fellowship, or assistantship.
- Employment is Off-campus. Explain on a separate paper and submit proof of why the employment is necessary because of serious, urgent, and unforeseen circumstances that have come up.

You must attach a job offer from employer (if scholarship, fellowship, assistantship or off-campus)

INTERNATIONAL STUDENTS AND SCHOLARS AFFAIRS OFFICE:

DS-2019 EXPIRATION: _____ Passport valid until: _____ Valid I-94: ____ Full-time & Registered: _____

The student named above has met all requirements to be granted employment. The student can work up to twenty hours per week during an academic term and up to forty hours during vacation. Employment authorization is valid for 12 months from the signed date.

Authorized Signature: _____ Date: _____
Designated School Official

CC: Payroll _____ Student File _____ Employing Department _____