

EMPLOYER'S CERTIFICATION FOR J-1 ECONOMIC HARDSHIP AUTHORIZATION

Dear Prospective Employer:

In order to obtain permission to pursue off-campus employment the J-1 non-immigrant student you intend to hire requires from you:

- A job offer on company letterhead containing all the information requested below.
- If the job offer letter does not contain all the information requested below please also complete this form in addition to the job offer.

If you have questions, please contact the Center for Global Services at the information above.

J-1 student's name: _____ Company Name: _____

Job title: _____ Number of hours per week the student will work: _____*

*Employment is strictly limited to part-time (20 hours or less per week total) while school is in session. On-campus employment is included in the 20-hour total. However, work may be full-time when school is not in session.

Payment information (salary amount or hourly wage): _____

Employment will begin on: _____ Employment will end on: _____ (if known)
The employment is granted based on the validity of the student's DS-2019 or up to 12 months, whichever period is less.

Site of employment: _____
Street City State Zip

Employer's name: _____ Employer's phone or email: _____

 Signature: _____ Date: _____

Information for Employers Hiring J-1 Students based on Economic Hardship:

J-1 registered students may be authorized for off-campus employment when necessary because of serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status.

This type of authorization must also be granted in writing by the Responsible Officer/Alternate Responsible Officer from the University before employment begins.