ON-CAMPUS EMPLOYMENT VERIFICATION FORM FOR J-1 STUDENTS

1. Federal regulations require all J-1 students on Rutgers visa sponsorship to obtain on-campus employment authorization from the Center before starting any on-campus jobs.
2. The on-campus employment authorization is granted for a specific job and is valid for a maximum of 12 months per authorization.
3. A new on-campus employment authorization is required every time a J-1 student changes or adds a new job on campus.
4. A new on-campus employment authorization is required every 12 months for a continuing on-campus employment.
5. All J-1 students must inform their international student adviser if their on-campus job terminates or if they choose not to continue working at Rutgers.

This form must be completed and submitted to the Center to obtain authorization for the employment described below. It is not legal for the student to begin this employment without presenting the employing unit with an International Payroll Form which identifies this specific job on the form.

I. STUDENT INFORMATION (To be completed by the student)

Name of J-1 Student: __________________________

Student’s Date of Birth: ______________________

Employing Unit: ___________________________________________________________

Employing Unit Address: ____________________________________________________

City: __________________ State: __________________ Zip Code: ________________

II. EMPLOYING UNIT INFORMATION (To be completed only by hiring unit)

The US Department of Homeland Security requires the Center to collect and report the following information. Please complete the form with this in mind.

Employment Dates (Exact Dates Required) From: ______/____/______ To: ______/____/______

Number of hours per week student will be employed: _____________

(Note: J-1 students are NOT permitted to work more than a total of 20 hours per week during the fall & spring semesters.)

Brief description of duties associated with the student’s employment: __________________________

__________________________________________________________

SUPERVISOR’S CONTACT INFORMATION AND SIGNATURE

Name: __________________________ Title: __________________________ Dept: ___________________________

Phone: __________________________ E-mail: __________________________ Date: ___________________________

Signature: _______________________________________________________________________________
J-1 INTERNATIONAL PAYROLL FORM
FOR RUTGERS EMPLOYEES IN J-1 STATUS

NAME ____________________________ SSN ____________________________

Check only one:  ☐ New to Rutgers Payroll (first time OR starting again after being off for a period of time)
☐ Currently on Rutgers Payroll (this is an extension of previously-authorized employment)

Current Nonimmigrant Status in the U.S.
My current nonimmigrant status is (check only one):  ☐ J-1 student  ☐ J-1 Prof/Scholar  ☐ J-1 Student Intern

My current nonimmigrant status first began (by entry to the U.S. or change of status in (month/year) ______/_______

Country of Legal Permanent Residency

Previous Nonimmigrant Status(es) in the U.S. Before Current Nonimmigrant Status (for the past 7 years)
Provide information on all nonimmigrant status(es) except B-2 or WT (tourist waiver) that you held in the U.S. before your current status, going back 7 calendar years form the current year. (Example: in the year 2013, you should count back to 2006.) ENTRIES FOLLOWING VACATIONS OR BRIEF TRIPS ABROAD DO NOT COUNT

<table>
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<tr>
<th>Nonimmigrant Status</th>
<th>Date Status Began</th>
<th>Date Status Ended</th>
<th>If J-1, which category</th>
<th>Did you claim any tax treaty benefits</th>
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I attest under penalty of perjury that all information provided above is accurate and true to the best of my knowledge.

_____________________________       _____________________________________         __________________
Signature of employee       Name (printed) of Employee                                               Date

STAR SECTION TO BE COMPLETED BY INTERNATIONAL STUDENT/SCHOLAR ADVISER ONLY

Employment conditions for the follow Status:  ☐ J-1 Student (JS)  ☐ J-1 Prof/Scholar  ☐ J-1 Student Intern
Special Data element information:  ☐ Alt Visa Sponsor  ☐ JS-PPS  ☐ JS-PPR

Employee’s current “immigration status document” is checked below and expires on:
□ Form DS-2019  □ I-94  □ Form I-797  □ Employment Authorization Document (“EAD”)

If employee’s current employment authorization ends on a date other than the expiration of the “immigration status document” noted above, current employment authorization ends as specified below:

Document(s) used to determine employment authorization end date: ____________________________

/ /

☐ Must be a registered student pursuing a full course of study. Employment eligibility terminates upon completion of all degree requirements.
☐ Not to exceed 20 hours/week. (Unlimited during annual school vacation periods)
☐ USCIS employment authorization document (“EAD”) NOT required.
☐ Limited to the following position only: ____________________________________________
☐ Dates and details of the position: ________________________________________

Additional conditions or comments _______________________________________________________

International Student/Scholar Adviser ____________________________ Date ____________________________