

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 Rutgers Global – International Student and Scholar Services **before** starting any on-campus jobs.
2. The on-campus employment authorization is granted for a specific job and can be 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 when there is a change in start/end date, number of hours, or position.
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 Rutgers Global - ISSS 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 Rutgers Global – ISSS to collect and report the following information. Please complete the form with this in mind.

Employment Dates (Exact Dates Required) **From:** ____/____/____ **To:** ____/____/____
month day year month day year

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: _____