Instructions for On-campus Employment Verification 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.

To Apply for J-1 On-Campus Employment Authorization

- Request your employing department to complete the ‘On-Campus Employment Verification Form for J-1 Students’ included later in this document.

- Attend the Center’s ‘On-Campus Employment’ workshop, and bring the following documents to the workshop:
  - Completed On-Campus Employment Verification Form for J-1 Students
  - DS-2019 Form
  - Passport
  - Print out of Electronic I-94 or Paper Form I-94

Note: J-1 students who have attended the ‘On-Campus Employment’ workshop do not need to attend it again for subsequent on-campus job authorizations. In these cases, J-1 students should meet with their International Student Adviser during walk-in hours or by appointment and bring to the meeting the following documents:

  - Completed On-Campus Employment Verification Form for J-1 Students
  - Copy of previous International Payroll Form
  - DS-2019 Form
  - Print out of Electronic I-94 or Paper Form I-94
  - Passport
ON-CAMPUS EMPLOYMENT VERIFICATION FORM FOR J-1 STUDENTS

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 in the “comments” section of the form.**

**PART A: TO BE COMPLETED BY STUDENT**

1. Name of J-1 Student: ___________________________  
   2. Student’s Date of Birth: ___________________

3. Employing Unit: __________________________________________________________________________
   
4. Employing Unit Address:
   
   Address 1: __________________________________________________________________________
   
   Address 2: __________________________________________________________________________
   
   City: ______________________________________________________________
   
   State: _____________________________________  Zip Code: _______________________________

**PART B: TO BE COMPLETED BY EMPLOYING UNIT AT RUTGERS**

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

1. Employment Dates     From: ______/____/______         To: ______/____/______
   
   Please enter approximate end date, if known. If not known, please leave end date blank.

2. 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.)

3. Brief description of duties associated with the student’s employment: ____________________________
   
   __________________________________________________________________________________________
   
   __________________________________________________________________________________________

   **Supervisor’s Contact Information and Signature**

   Name: ________________________________________  Title: _______________________________________
   
   Department: __________________________________  Phone: ______________________________________
   
   E-mail: ______________________________________  Date: _______________________________________
   
   Signature: _________________________________________________________________________________