

**ON-CAMPUS EMPLOYMENT AUTHORIZATION  
FOR UCCS SPONSORED J-1 STUDENTS**

J-1 students must have authorization from the program sponsor that issued their Form DS-2019 in order to work on campus. UCCS employing departments and UCCS sponsored J-1 International Students must use this form to apply. This employment authorization is for a specific job at a specific location on campus and must be renewed every year or for every new on-campus job. [22 C.F.R. § 62.23(g)(2)(iv)]. If you have any questions, please contact the International Affairs (IA) Office at [international@uccs.edu](mailto:international@uccs.edu). Please allow 3 business days.

***Authority cite 22 C.F.R. § 62.23(g) – Student Employment***

Student Exchange Visitors may engage in part-time employment when the following criteria and conditions are satisfied.

(1) The student employment:

- (i) Is pursuant to the terms of a scholarship, fellowship, or assistantship;
- (ii) Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;

(2) Student Exchange Visitors may engage in employment as described above if the:

- (i) Student is in good academic standing at the post-secondary accredited educational institution;
- (ii) Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
- (iii) Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation, when it may be full time; and
- (iv) The Responsible Officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months but is automatically withdrawn if the student's program is terminated.

All University of Colorado Colorado Springs sponsored J-1 students working on-campus must follow the instructions on the authorization form on the second page of this document. The employing department should verify the student's on-campus employment position in Section I, and the International Affairs (IA) Office will then sign the written authorization in Section 2 and report the employment authorization to the Department of State through the SEVIS system.

The employment authorization will be valid for twelve months from the employment start date or through the DS- 2019 program end date, whichever is earlier. J-1 students must obtain a new authorization for each additional year of employment or if they change jobs.

J-1 students should keep the signed employment authorization forms in their permanent records as evidence that they obtained the required employment authorization.

This procedure does *not* apply to J-1 students on academic training, J-1 students sponsored by other organizations such as Fulbright (IIE), J-1 students who have completed their academic programs, or F-1 students. J-1 students who have completed their academic programs are no longer eligible for on-campus employment unless they have obtained employment authorization based on academic training. J-1 students sponsored by other organizations should request on-campus employment authorization from their J-1 sponsors.



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## Instructions for UCCS Sponsored J-1 students who wish to work on-campus:

Work with your employer to complete this form. The employer signature should be an original signature in ink. Bring this form, your passport, and a copy of your DS-2019 to the International Affairs Office. After IA has signed Section 3 of this form, work with your UCCS employer/supervisor and the appropriate human resource office to ensure your I-9 and HR paperwork is in place for on-campus employment. Keep the signed form in your permanent records. **You are only allowed to work on campus a MAXIMUM of 20 hours per week when school is in session.** The employment authorization will be valid for a maximum of one year. You must obtain a new authorization for each year of your on-campus employment and re-apply if you change jobs.

### Section 1 (to be completed by the student):

Last Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ UCCS Email: \_\_\_\_\_

UCCS ID#: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

### Section 2 (to be completed by the University of Colorado Colorado Springs employer):

Department Name: \_\_\_\_\_

Department Address: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

Type of Employment: \_\_\_ Assistantship \_\_\_ Fellowship \_\_\_ On-campus \_\_\_ Scholarship

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

### Section 3 (to be completed by UCCS International Affairs Office):

As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of the Exchange Visitor Program grants permission for **this student to work on-campus a maximum of 20 hours per week when school is in session and full-time during vacation periods.** The student must maintain valid J-1 student status at UCCS in order to maintain the validity of this authorization.

Employment Authorization Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\_\_\_\_\_  
UCCS International Affairs Signature Date

\_\_\_\_\_  
RO/ARO Name

<b>International Affairs Use Only</b>	<input type="checkbox"/> Log In	Initials:	Date:
	<input type="checkbox"/> Log Out	Initials:	Date: