

Request for J-1 On-Campus Employment Authorization

To receive written legal authorization for on-campus employment, please complete this form and bring it with your Passport, Form I-94, and DS-2019 to the Office of International Education in the Alumni Memorial Union room 425.

Name: _____ MU ID# _____
(family) (first)

Local Phone: _____ Date of Birth: _____

Marquette Email address: _____@marquette.edu

Passport: _____
(country) (number) (expiration date)

SEVIS ID#: _____

Please answer each of the following questions with "T" for true or an "F" for False:

I have read the information on the reverse side of this paper. _____

I have not been employed in the United States without legal authorization. _____

I will keep my Passport valid continuously. _____

I will not allow my employment to interfere with my success in my academic studies. _____

I understand that on-campus employment while school is in session during the fall and spring semesters must not exceed 20 hours in any one week but may be full-time during vacation periods. _____

I understand that I may work on campus during vacation periods only if I have completed the requirements to continue my Marquette studies in the term following the vacation or, if I am transferring to another university after the vacation, I may be employed at Marquette only until my SEVIS records are transferred. _____

I understand that my on-campus employment is authorized only while I maintain my valid Marquette J-1 status. If I do not maintain my status, I will stop work immediately. _____

Please provide the following information about your on-campus job:

Job Title: _____

Supervisor's Name: _____

Department or Location of Job: _____

Remember that you cannot begin your employment until you have received written authorization from OIE.

Signature: _____ Date: _____

Please do not write below this line.

Step One: Passport pos ID _____ and exp date _____. Visa J-1 _____ indicates MU _____.

I-94 entry on _____ as J-1 _____ for D/S _____. Step 1 by _____ on _____.

Step Two: Student is Full-time: _____ CQPA is satisfactory: _____ Student I-file status is clear: _____

Action: _____ By: _____ Date: _____

Summary of Information from Marquette Responsible Officers

A Responsible Officer may authorize a J-1 student to work on campus. A student may work a maximum of 20 hours per week while school is in session and full-time during school vacations between the student's periods of Marquette enrollment. The student must continue his or her studies full-time and maintain good legal and academic status.

In general, jobs which are considered to be "on-campus employment" are paid from Marquette University funds and performed on Marquette University property under the supervision of regular Marquette faculty members or administrators who are acting in their official university capacities to provide services to Marquette students or to other appropriate university personnel.

After a student locates an on-campus job, a Responsible Officer must approve the specific employment in advance and in writing. The approval may not exceed twelve months at a time, and it is revoked automatically if the student no longer meets the requirements for the authorization. To obtain the authorization letter, the student should come to OIE and complete a form that will require the exact job name and a brief description of the job.

Excerpts from the Code of Federal Regulations

PART 62 – Exchange Visitor Program - 22 CFR 62.23 - College and university students

(g) ***Student employment.*** Exchange visitor students 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; or

(iii) Occurs off-campus when necessary because of serious, urgent, and unforeseen economic circumstances which have arisen since acquiring exchange visitor status.

(2) Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section 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; 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.