

J-1 Off-Campus Work Authorization Based on Economic Hardship

For Students Under
J-1 Program Sponsorship of The University of Kansas

Who is Eligible?

The student must meet the following eligibility requirements:

1. Sponsored by The University of Kansas (KU is listed as sponsor in #2 of DS-2019).
2. In good academic standing at KU (minimum 2.0 G.P.A.).
3. Continue to engage in a full course of study while school is in session.
4. Have serious, urgent, and unforeseen economic circumstances which have arisen since acquiring J-1 status.

How to Apply:

1. Make sure that you are eligible for off-campus employment according to the eligibility criteria above. Check with an international student advisor if you have any questions.
2. Write a letter requesting off-campus work authorization due to economic necessity. Explain the *serious, urgent and unforeseen circumstances* which have arisen since acquiring J-1 status.
3. Meet with an international student advisor during walk in hours to determine your eligibility. Bring your letter and any supporting documents of your hardship (medical bills, loss of scholarship, etc.).
4. Find a job if you are eligible for economic hardship employment. Have the future employer complete the Verification of Job Offer form.
5. Take the completed Verification of Job Offer form to ISSS and meet with an international student advisor during walk in hours to get the off-campus work permit.
6. When the international student advisor approves the off-campus work authorization, he or she will issue you a J-1 Student Employment Authorization Form stating the dates and conditions of your employment. **The J-1 Student Employment Authorization Form signed by the international student advisor is your official work authorization document for you to keep.** Your employer may require a copy of the original J-1 Student Employment Authorization Form for their records. The employer may also require copies of your Forms I-94, DS-2019, passport ID page(s) and visa.
7. You may begin employment only after the international student advisor has approved the specific employment in writing. The approval may be valid up to twelve months, but it is automatically withdrawn if the student's program is terminated.

Note: Your work will be limited to 20 hours per week when class is in session. You may work more than 20 hours per week during official school breaks and vacation periods. The dates will extend through the validity of your DS-2019 or up to 12 months, whichever period is less. While employed you will be subject to state and federal income taxes (unless you are exempted by a tax treaty). You will probably not be subject to social security tax if you have been in the U.S. less than five years.

Reference: 22 CFR 62.23 (g)
Verification of Job Offer

Student Name: _____
SURNAME/Family Name(s) Given Name(s)

KUID#: _____

To Be Completed By Prospective Employer

Name of Employer: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Zip Code + Four: _____

Number of Hours Per Week: _____

Employment Begin Date: _____

Employment End Date: _____(if known)

Signature of Employer Representative: _____

Name: _____

Position: _____

Phone Number: _____

Email: _____

OFFICE USE ONLY

RO/ARO Approval _____ Date _____

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