

On-Campus Work Permit Request for J-1 Student

(Students on KU J-1 Program Sponsorship)

J-1 regulations require on-campus employment authorization data to be entered in the student's SEVIS record. Therefore, this form must be completed in its entirety and submitted to an advisor in the ISSS Office in order to obtain an on-campus work permit. Separate authorization is required for each employer. The maximum period of authorization is one year or through the completion of the academic program, whichever is less. A new form will be required if an extension of the work permit is needed, or if the student changes employers.

This form is **only** for those students who have DS-2019 issued by KU. All other Js will need to contact their program sponsor (see Section 2 of DS-2019) to obtain work authorization.

Student's Name: _____
Family/Surname(s) Given Name(s)

KUID: _____ **Phone:** _____

To Be Completed by Employer:

Employer (Department/Office): _____

Number of hours per week: _____

Employment Start Date (mm/dd/yyyy) : _____

Employment End Date: (mm/dd/yyyy) : _____ (optional)

If employment end date is blank, authorization will end 12 months from employment start date or end of academic program, whichever is sooner.

This position is: ___ Assistantship (GTA/GRA)
 ___ Fellowship
 ___ Other student hourly/salary employment which occurs on KU premises

Employer's Signature: _____

Signer's Name (printed): _____

Signer's Title/Position: _____

Date: _____ Email: _____ Phone: _____

ISSS OFFICE USE ONLY

Signature of authorizing RO/ARO: _____ Date: _____

Explain KU vs Non-KU payroll (Dining Services, etc), if applicable