

# 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*