

INTERNATIONAL STUDENT & SCHOLAR SERVICES

University of Connecticut ☎ 2011 Hillside Road, Unit 1083; Storrs, CT 06269 ☎ Phone: 860-486-3855 ☎ Fax: 860-486-5800
☎ Web: <http://www.iss.uconn.edu>

J-1 STUDENT EMPLOYMENT APPROVAL REQUEST FORM

Please allow request processing time of up to 2 weeks.

Student Information:

Last Name: _____

First Name: _____

PeopleSoft ID #: _____

SEVIS ID #: _____

Email: _____

Phone: _____

Country of Citizenship: _____

Date of Birth (mm/dd/yyyy): _____

Type of Student Employment (check one):

- Assistantship (graduate, research or teaching)
- Fellowship
- Scholarship employment on campus (not an assistantship)

- Other on-campus employment
- Off-campus employment because of serious, urgent and unforeseen economic circumstances*

* If you select the off-campus employment option, please make an advisory appointment with an International Advisor (RO/ARO) at International Student and Scholar Services (ISSS) first to confirm if your circumstances qualify for this option.

Employer Information:

Name of Employer: _____

Employer Address: _____

Street _____

City _____ State _____ Zip _____

Number of hours per week: ____ Start Date (mm/dd/yyyy): _____ End Date (mm/dd/yyyy): _____

Note: If the end date above is beyond 12 months from start date indicated, the actual end date of authorization will be automatically adjusted to 12 months.

Job Title: _____

Job Duties: _____

NOTE: Student must request to renew employment authorization if he/she wishes to work beyond the authorized approval end date. Also, employment authorization is automatically withdrawn if the student's program is transferred or terminated.

I enclosed the following items with this request (check all that apply):

- Completed "Employment Authorization Approval Request Form (IS 226)"
- Enrollment certification issued by the Registrar's office (for the entire history of enrollment at UConn)
- Copy of scholarship, fellowship, or assistantship offer letter
- Copy of offer letter for on-campus or off-campus job
- Letter explaining the situation to be serious, urgent, and unforeseen economic circumstances that have arisen since acquiring J-1 status*
- Financial documents*
- Other (specify): _____

Student's signature

Date

ISSS Use Only

- Employment authorization request is approved and the authorization letter has been issued on: _____
- Employment authorization request is denied because: _____

RO/ARO's signature

RO/ARO's name

Date