J-1 STUDENT EMPLOYMENT APPROVAL REQUEST FORM

Please allow up to 1 week to process this request.

Student Information:
Last Name: ________________________ First Name: __________________________
PeopleSoft ID #: ____________________ Email: __________________________
Phone: __________________________

Type of Student Employment (check one):
[ ] Assistantship (graduate, research or teaching)  [ ] Fellowships
[ ] 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 Also, employment authorization is automatically withdrawn if the student’s program is transferred or terminated.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

ISSS 226 J-1 Student Employment Approval Request Form
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