



# J-1 Students ON-CAMPUS EMPLOYMENT AUTHORIZATION FORM

The J-1 Exchange Visitor Program regulations require that the Office of International Programs and Services (IPS), as program sponsor, grant authorization to J-1 students for a specific location of on-campus employment, to be renewed on a yearly basis [11 C.F.R. §62.23(g)(2)(iv)].  
**Please read the following information regarding student employment.**

## Authority cite 22 C.F.R. § 62.23(g) – Student Employment

Exchange visitor students may engage in part-time employment when the following criteria and conditions are satisfied.

1. Student employment:
  - a. Is pursuant to the terms of a scholarship, fellowship, or assistantship;
  - b. Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;
2. Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the:
  - a. Student is in good academic standing at the post-secondary accredited educational institution;
  - b. Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
  - c. Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation, when it may be full time; and
  - d. The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months but is automatically withdrawn if the student's program is terminated.

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## IPS Statement

We recommend to all Millersville University sponsored J-1 students working on-campus to

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**SECTION 1 – STUDENT EMPLOYEE INFORMATION****To be completed by future Millersville University employer. Please fill out student information below.**

Last Name	First Name	Middle Name
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Date of Birth	Gender Female                  Male	Millersville Email	M Number
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Current Address \_\_\_\_\_

This letter serves to confirm that the student named above will be, or is currently employed with \_\_\_\_\_  
 \_\_\_\_\_ (department or unit on campus) in the position of \_\_\_\_\_.

The student begins/began work on \_\_\_\_\_ (mm/dd/yyyy) and works \_\_\_\_\_ hours weekly.

\_\_\_\_\_  
 Immediate Supervisor Signature                                  Print Name and Title

\_\_\_\_\_  
 Phone Number                                  MU Email

**SECTION 2 – PERMISSION****To be completed by Millersville University’s Office of International Programs and Services.**

As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-27741 grants permission for this student to work on-campus a maximum of 20 hours per week when school is in session and full-time during vacation periods. The student mus\_10 /P <</MCID 63 >>1 0 Td073iods. (s)2.(c)-254 (io)-7 (li (t m) J41 0 Td (-)