

Employment Authorization Request

J-1 exchange visitor students must obtain authorization for all types of employment during their program. Failure to obtain written approval prior to starting employment is a violation of the J-1 exchange visitor visa regulations and grounds for termination of the program. To apply for authorization to engage in employment, please complete the following and provide the required supporting documentation (listed below).

Complete the below information and return to the ISO with required signatures at least 30 days prior to the requested transfer-out date.

J-1 Exchange Visitor Information	
<i>(to be completed by the J-1 Exchange Visitor)</i>	
First/Given Name	Last/Family Name
SEVIS Number N _____	GWID G _____
Academic Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other: _____	
Do you have a job offer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Start date:

J-1 students are authorized to work a maximum of 20 hours total per week during regular academic terms. During official school breaks and annual vacation, J-1 students may work 40 hours total. A J-1 student must obtain separate authorization for full-time work during breaks and annual vacation. Students must be engaged in a full-time course of study during academic terms. If you have questions about these regulations, please contact the ISO at iso@gwu.edu.

Please check the employment you are applying for and submit the required documents to support your application to the ISO at **least three weeks before your employment start date.**

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<input type="checkbox"/> On-Campus Employment	
Official employment offer letter on the employer’s letterhead which includes: <i>Name and address of employer</i> <i>Name and contact information for your supervisor</i> <i>Number of hours that will be worked per week</i> <i>Employment begin and end date</i> <i>Your job title and duties</i>	Passport Visa I-94 Evidence of valid health insurance Scan of most recent DS-2019
<input type="checkbox"/> Employment for a Scholarship, Fellowship, or Assistantship	
Official offer letter for the scholarship, fellowship, or assistantship providing the details of the program and the necessity of the employment, and includes: <i>Name and address of employer</i> <i>Name and contact information for your supervisor</i> <i>Number of hours that will be worked per week</i> <i>Employment begin and end date</i> <i>Your job title and duties</i>	Passport Visa I-94 Evidence of valid health insurance Scan of most recent DS-2019

<input type="checkbox"/> Severe Economic Hardship (Off-campus, non-academic training employment)	
<p>Official employment offer letter on the employer’s letterhead which includes:</p> <ul style="list-style-type: none"> <i>Name and address of employer</i> <i>Name and contact information for your supervisor</i> <i>Number of hours that will be worked per week</i> <i>Employment begin and end date</i> <i>Your job title and duties</i> <p>Letter from academic advisor in support of your request for off-campus employment authorization due to economic hardship. Must be signed by the advisor and the Dean of your school.</p>	<ul style="list-style-type: none"> Detailed letter from you explaining your situation and why it necessitates authorization Passport Visa I-94 Evidence of valid health insurance Scan of most recent DS-2019
<input type="checkbox"/> Academic Training	
<p>Completed form ISO-87</p> <p>Official employment offer letter on the employer’s letterhead which includes:</p> <ul style="list-style-type: none"> <i>Name and address of employer</i> <i>Name and contact information for your supervisor</i> <i>Number of hours that will be worked per week</i> <i>Employment begin and end date</i> <i>Your job title and duties</i> 	<ul style="list-style-type: none"> Personal cover letter describing the employment, its benefits, its relation to your academic program, and dates of employment requested Letter of recommendation from your academic advisor Passport Visa I-94 Evidence of valid health insurance Scan of most recent DS-2019

Terms of Academic Training

Students are eligible for the amount of academic training equivalent to the duration of their program (within limits). Example, a student completing a 9-month academic program is eligible for up to 9 months of academic training. Academic training is a cumulative system for both full and part-time employment which is not impacted by time worked in on-campus employment. Academic training may be paid or unpaid. Maximum durations are:

Bachelor’s: 18 months	Master’s: 18 months	Ph.D.: 36 (18+18) months
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To be eligible for academic training, you must:

- Be in valid J-1 immigration status
- Have been maintaining your J-1 status for one full academic semester and be in good academic standing
 - Exceptions: Students who have a required internship component with their program. Speak with your ISO advisor about eligibility.
- Have a job offer for a position directly related to your field of study and education level

Pre-completion Academic Training

Students are eligible for pre-completion academic training while completing their program. A maximum of 20 hours per week is allowed during regular academic terms (Exception: students may work full-time if required by the academic program). Full-time or part-time is available during official school breaks.

Post-completion Academic Training

Students are eligible for post-completion academic training following the last day of examinations. Post-completion academic training can be full or part-time. The position offered must start no later than 30 days after the completion of the academic program.

Ph.D. Students only - Second 18 month academic training authorization

Students eligible for a second 18-month authorization, for a total of 36 months of academic training, must schedule an appointment with their ISO advisor to discuss the academic training and progress. The second 18-month period can only be granted for post-completion.

Non-Degree Seeking Students

Non-degree seeking J-1 students must speak with their advisor in the Office of Study Abroad regarding eligibility for work authorization.

If you have questions regarding this form, please contact Annie Hill or Ashley Koerner at iso@gwu.edu.