Instructions for UST sponsored J-1 students who wish to work on the St. Thomas campus:

1) Receive a job offer on the University of St. Thomas campus.
2) Ask your on-campus supervisor to complete Section I.
3) Bring this completed form to ISS and make an appointment to meet with an ISS advisor.
4) Once an ISS advisor has signed this document please keep this signed form with your immigration records to show that you have been authorized for on-campus employment.

The employment authorization will be valid for one academic year. You must obtain a new authorization if your on-campus job changes or you remain at St. Thomas beyond one academic year.

Section I, to be completed by University of St. Thomas employer:

Student Employee Information:

Name: ____________________________  ____________________________
   Last                                   First
Date of Birth: ____________ (mm/dd/yy)   UST ID Number: ______________

This letter serves to confirm that the student named above will be, or is currently employed with

Department of Unit on Campus ____________________________ Building Name ____________________________
Campus (Minneapolis/St Paul) ____________________________ in the position of ____________________________.

The student begins/began work on ____________ and works approximately ____________ hours per week
(maximum 20 hr/week).

________________________________________               ______________________________________
Immediate Supervisor Signature                                                Print Name and Title

________________________________________
Phone Number

Section II, to be completed by the University of St. Thomas International Student Services:

As provided by 22CFR 62.34(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-04047 grants permission for this student to work on-campus for up to 20 hours per week while school is in session and full-time during campus breaks/vacations. The student must maintain valid J-1 student status at the University of St. Thomas in order to maintain the validity of this authorization. This employment authorization is granted effective from the date signed, for one year duration or until the end date of the DS-2019, whichever is earlier.

________________________________________               ______________________________________
ISS Advisor Signature                                                Date

ISS Use only:
Update GOAINTL ________