



State University of New York
College of Environmental Science and Forestry

On-Campus Employment Authorization for ESF Sponsored J-1 Students

Information for on-campus departments (ESF & SU) employing ESF sponsored J-1 International Students: Procedure for Annual Written Authorization for On-Campus Employment

The J-1 Exchange Visitor Program regulations require that the Office of International Education, as program sponsor, grant authorization to J-1 students for a specific location of on-campus employment, to be renewed on a yearly basis [22 C.F.R. § 62.23(g)(2)(iv)]. This employment authorization must be obtained for all on-campus employment including assistantships.

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) The student employment:

- (i) Is pursuant to the terms of a scholarship, fellowship, or assistantship;
- (ii) 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:

- (i) Student is in good academic standing at the post-secondary accredited educational institution;
- (ii) Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
- (iii) 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
- (iv) 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 Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.

Accordingly, any ESF-sponsored J-1 student who will work on the ESF or SU campus, must obtain authorization from the Office of International Education prior to engaging in the employment. This authorization will be noted in the student's SEVIS record and must be renewed annually.

J-1 students must obtain a new authorization every time the position/employer changes and must also remember to submit the authorization form (page 2 of this handout) each year one intends to engage in on-campus employment.

The employing department should verify the student's on-campus employment position in section I, and the Office of International Education will then sign the written authorization in section II and update the student's SEVIS record to reflect the on-campus employment authorization. This procedure does *not* apply to J-1 students on Academic Training, J-1 students sponsored by other organizations such as Fulbright (IIE), or F-1 students. Please note information about obtaining Academic Training authorization is available online at: <http://www.esf.edu/international/AcademicTraining.htm>. J-1 sponsored students should consult their sponsor for information about obtaining authorization to engage in on-campus employment.

If you have any questions, please contact the Office of International Education.



State University of New York
 College of Environmental Science and Forestry
 Office of International Education
 302 Bray Hall c/o 227 Bray Hall

ESF-Sponsored J-1 On-Campus Employment Authorization

Instructions: Any ESF Sponsored J-1 student who wishes to work on the ESF or SU campus must have the hiring department complete this form documenting the on-campus employment. Requested information should be typed directly into the form; the immediate supervisor must endorse the completed form. Once Part I has been completed, please bring the form to the Office of International Education so that the Coordinator of International Education can authorize the on-campus employment and update your SEVIS record to reflect this authorization.

The employment authorization will be valid for a maximum of one year from the date signed by the Office of International Education. A new authorization must be obtained for each year of your on-campus employment and every time you change jobs.

Part I: SUNY-ESF / SU Hiring Department Information

First name of the student	Last name of the student	Student's ID #:

This letter serves to confirm that the student named above will be employed with the following department/unit on campus _____ in the position of _____.

The site of activity for this on-campus employment is _____

[on-campus address/location]. The student employment off is from _____ to _____

[dates of employment offer] . The student is expected to work _____ hours weekly.

Signature of Student's Immediate Supervisor

Date Signed

Supervisor's Printed Name and Title

Supervisor's Phone/Email

Part II: Authorization by Alternate/Responsible Officer at the Office of International Education

As provided by 22CFR 62.23(g), the Alternate/ Responsible Officer (RO/ARO) of Exchange Visitor Program P-1-00379 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 must maintain valid J-1 student status at SUNY College of Environmental Science and Forestry 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.

Name of Alternate/Responsible Officer: Carolyn Salter

Signature of Coordinator of International Education-
Alternate/Responsible Officer

Date Signed

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