

# Request for On-Campus Employment Authorization For Georgia Tech J-1 Students

J-1 Students may work part-time while enrolled (up to 20 hours a week) or full-time (more than 20 hours a week) during school breaks and Summer semester. On-campus employment must be authorized in advance and in writing by the Office of International Education. This form, once completed and signed, will serve as written authorization of your on-campus employment for one year. This authorization will expire in one year. You will need to renew your work authorization prior to the expiration by completing this form again.

**Instructions:** Please complete Section 1 of this form and have your hiring Department/Office complete and sign Section 2. Bring the completed and signed form to any walk-in advisor in the Office of International Education for completion of Section 3. When all sections have been signed, you will need to show this form in the Office of Human Resources (along with your Passport, visa stamp, I-94 and DS-2019) in order to be hired and to complete a tax analysis. If you will have multiple employers, only one authorization is necessary.

## Section 1: To Be Completed by Student:

\_\_\_\_\_  
**Family/Last Name**                      **First Name**                      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Date of Birth (MM/DD/YYYY)**

\_\_\_\_\_  
**Email:**                      **9 Georgia Tech ID:**                      **N SEVIS ID:** \_\_\_\_\_

## Section 2; To Be Completed by Georgia Tech Employer:

\_\_\_\_\_  
**Hiring Department/Office:**                      **Address, Atlanta, GA** \_\_\_\_\_

Graduate Assistant     Hourly Student Assistant

Other (explain) \_\_\_\_\_

\_\_\_\_\_  
**Date Employment will Begin:**                      **Hours per Week:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Supervisor/Manager:**                      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name and Title:**                      **Phone:** \_\_\_\_\_

## Section 3: To Be Completed by Office of International Education:

As provided by 22CFR 62.23(g), the Responsible Officer or Alternate Responsible Officer (RO/ARO) in the Office of International Education at Georgia Tech grants permission for this student to work on-campus up to a maximum of 20 hours per week when school is in session and full-time during school breaks and during the Summer vacation semester. The student must maintain valid J-1 student status at Georgia Tech in order to maintain the validity of this authorization. This employment authorization is granted effective from the date of RO/ARO signature for one year or until the end date of the DS-2019, whichever is earlier.

\_\_\_\_\_  
**ARO/RO Signature:**

\_\_\_\_\_  
**Signature Date**

\_\_\_\_\_  
**Date of Expiration**

\_\_\_\_\_  
**Print Name:**

Authorization Entered in SEVIS (Tax File)