



Request for J-1 Student Employment Authorization

International Services Office

This form is used to provide the information necessary to request an employment authorization for work opportunities outside during a J-1 Student's program. This form should be completed by the J-1 Student and submitted to the International Office 30 days prior to any anticipated employment opportunity.

If you have any questions about this form please contact Remy Allen at rall11@lsuhsc.edu or (504)-568-4802.

STUDENT AND EMPLOYMENT INFORMATION

Name

Is the proposed employment pursuant to an Assistantship, Scholarship or Fellowship? YES* NO

*If yes, attach evidence of requirements of the Assistantship, Scholarship or Fellowship

Will the proposed employment take place on the premises of LSUHSC? YES NO

If the answer to **both** questions above is **no**, the student must show Severe Economic Hardship Request to obtain employment authorization.

Anticipated Dates of Employment*

*May not exceed 12 months in duration

Begin (mm/dd/yyyy)

End (mm/dd/yyyy)

Description of Proposed Employment

Has J-1's School/Mentor approved of nature and timing of the proposed employment? YES NO

Will the proposed employment delay completion of the Student's current program? YES NO

Is the proposed employment required for the Student's current program? YES NO

Does the student currently engage in any other type of employment? YES* NO

If yes, list other work authorization used and dates/duration

PROPOSED EMPLOYER INFORMATION

Name of Proposed Employer (Institution, Company, etc.)

Address of Proposed Employer

Supervisor at Proposed Employer

Address of Location Where Work Will Be Performed

The undersigned Student acknowledges and agrees to the 20 hour total weekly limit on employment, and also agrees to maintain a full time course load unless otherwise authorized by International Services in advance. The student acknowledges that a violation of either requirement, or any other action that may be a violation of status may result in program termination and/or make them ineligible for future immigration related benefits.

Requesting Student's Signature

Date (mm/dd/yyyy)

Student should also submit a **letter of good standing** from their School and an **offer letter/contract** from the prospective Employer which details the type of activity which will be performed, duration, subject area, and any compensation which will be provided.