

Information for Albany State University employing departments and ASU sponsored F-1 and J-1 International Students: Procedure for Yearly Written Authorization for On-Campus Employment

F-1 and J-1 students must have authorization from the program sponsor that issued their Form I-20 or Form DS-2019 in order to work on campus. This employment authorization is for a specific job at a specific location on campus, and must be renewed every year, or for every new on-campus job. [22 C.F.R. § 62.23(g)(2)(iv)].

Authority cite 22 C.F.R. § 62.23(g) – Student Employment

Student Exchange Visitors 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) Student Exchange Visitors may engage in employment as described above 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 Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.

All ASU sponsored F-1 and J-1 students working on-campus must follow the instructions on the authorization form on the second page of this document. The employing department should verify the student's on-campus employment position in Section I, and the PDSO/DSO will then sign the written authorization in Section 2 and report the employment authorization to the Department of State through the SEVIS system.

The employment authorization will be valid for twelve months from the employment start date or through the I-20 or DS-2019 program end date, whichever is earlier. F-1 or J-1 students must obtain a new authorization for each additional year of employment or if they change jobs.

F-1 or J-1 students should keep the signed employment authorization forms in their permanent records as evidence that they obtained the required employment authorization.

This procedure does *not* apply to J-1 students on Academic Training, J-1 students who have completed their academic programs, or F-1 students. F-1 or J-1 students who have completed their academic programs are no longer eligible for on-campus employment unless they have obtained employment authorization based on academic training. F-1 or J-1 students sponsored by other organizations should request on-campus employment authorization from their F-1 or J-1 sponsors.

If you have any questions, please contact, lenita.swan@asurams.edu and/or admissions@asurams.edu

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**On-Campus Employment
Authorization For F-1 Sponsored J-1
Students**

Processing Time: 5 Working Days

Instructions for ASU Sponsored F-1 and J-1 students who wish to work on-campus:

1. Ask your employing department to complete Section 1. The employer may use Acrobat Reader to complete and print the form, or you may print the form for the employer to complete by hand. The employer signature should be an original signature.
2. Bring this form, your passport, and a copy of your I-20 or DS-2019 to the Office of Admissions and Recruitment. After the PDSO/DSO signed Section 2 of this form, contact Human Resources form to complete or update your I-9 form. Also, you should keep the signed form in your permanent records to show that you have been authorized for on-campus employment.
3. The employment authorization will be valid for a maximum of one year. You should obtain a new authorization for each year of your on-campus employment and re-apply if you change jobs.

Section 1- Student Employee Information, to be completed by the Albany State University employer:

LAST NAME		FIRST NAME		MIDDLE NAME	
DATE OF BIRTH (mm-dd-yyyy)	ASU Username:	ASU RAM ID #		SEVIS ID	
DEPARTMENT/UNIT NAME					
DEPARTMENT/UNIT ADDRESS					
JOB TITLE			EMPLOYMENT START DATE	NUMBER OF WORK HOURS/WEEK	
TYPE OF EMPLOYMENT					
___ ASSISTANTSHIP		___ FELLOWSHIP		___ ON-CAMPUS	
				___ SCHOLARSHIP	
SUPERVISOR SIGNATURE			SUPERVISOR TITLE		SUPERVISOR PHONE #

Section 2 - to be completed by the Albany State University's PDSO or DSO:

As provided by 22CFR 62.23(g), the Principal Designated SEVIS Official (PDSO or Designated SEVIS Official (DSO) of Exchange Visitor Program P-1-00142 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 F-1 or J-1 student status at the Albany State University in order to maintain the validity of this authorization.

Employment Authorization Start Date

Employment Authorization End Date

Albany State University's PDSO/DSO Signature

Date

PDSO/Associate Director of Admissions
Lenita Swan, DSO/Admissions

International Center Use Only	<input type="checkbox"/> Log In	Initials:	Date:
	<input type="checkbox"/> Log Out	Initials:	Date: