



Office of International Programs
331 Martindale
University, MS 38677
Phone: (662) 915-7404
Fax: (662) 915-7486
E-mail: ipdept@olemiss.edu

Request for J-1 On-Campus Employment Permission

This form is for use by J-1 students seeking permission to engage in on-campus employment. It may be used only by those J-1 students whose DS-2019 was issued by The University of Mississippi. Students whose DS-2019 was issued by a sponsoring agency must contact that sponsoring agency to request employment permission.

Per the regulations of the U.S. State Department which govern J-1 status, J-1 students may not engage in any campus employment until their request for employment permission is officially approved via the Office of International Programs. Permission may only be granted in increments of one year or less. Once approved, employment may be for up to 20 hours a week (while school is in session) during the authorized dates and at the location listed on this form only.

Section 1: Student Information *(Please print clearly)*

Family Name: _____ First Name: _____

Student I.D. Number: _____ Email address: _____

Signature of Student: _____ Date: ____/____/____
Month Day Year

Section 2: To Be Completed by the On-Campus Employer

Campus Department Name: _____ Work location: _____

Start Date of Employment: ____/____/____ End date of Employment: ____/____/____
Month Day Year Month Day Year

(Permission can only be granted in increments of one year or less) Hours to be Worked per week: _____

Type of employment (Check one only): ☐ Assistantship
☐ Hourly worker
☐ Other (explain) _____

Signature of Hiring Authority: _____ Date: ____/____/____
Month Day Year

Printed Name of Hiring Authority: _____

Section 3: Office of International Programs

Employment authorization as noted in Sections 1 and 2 of this form is granted provided the student maintains the conditions of J-1 status. This authorization has been entered into the SEVIS record of the above named student.

Signature of ARO/RO: _____ Date: ____/____/____
Month Day Year

Printed Name of ARO/RO: _____