

J-1 Student On-Campus Employment Eligibility and Authorization
University of Hawai'i at Manoa

Name: _____ Student ID#: _____

Authorization to work on-campus from: _____ to _____*
(*not to exceed one year)

DS 2019 expiration: _____ Passport expiration: _____

The Responsible Officer (RO) attests that all relevant Visa information has been properly reviewed and meets all federal and University rules and regulations.

It is clearly understood by all parties involved that:

- If the RO chooses to limit the number of hours per week the student may work, (s)he should inform the student. Otherwise, the student will be advised by the RO that work will not exceed 20 hours per week during the academic period pursuant to the UH APM A9.880.
- Student Employment & Cooperative Education (SECE) will consider any valid Student Employment Work Agreement (SEWA) upon receipt of this form. Approval will be given in accordance to current, standard SECE procedure.
- This verification does not include eligibility requirements enforced by SECE. Students deemed ineligible by SECE will be precluded from accessing the **sece** on-line job system and/or establishment of student employment payroll records.
- If the student is not currently engaged in full-time course work, this form must be accompanied by written verification issued by the RO attesting that the student is being allowed to remain in status with a reduced course load.

Responsible Officer Signature: _____ Date: _____

Student Signature: _____ Date: _____