Employment Options for J-1 Students & J-2 Dependents

Welcome Week Sessions Fall 2018, Aug 13- 16 Karen Michael Mikel, International Student Advisor International Student Services

Employment Options for J-1 & J-2

J-1 Students

J-2 Dependents

- On Campus Employment
- Academic Training
- Off-Campus Employment for Serious Economic Circumstances
- Employment Authorization Document (EAD) -on/off campus

J-1 Students

- Must maintain valid J-1 status and enrolled full--time.
- Must receive employment authorization BEFORE begin working.
- If UH Manoa is not your program sponsor, you must obtain authorization from your sponsor (IIE, Fulbright, etc.).

On-Campus Employment

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Employment on campus for student or employment pursuant to scholarship, fellowship or assistantship.

Hourly/Time Limi

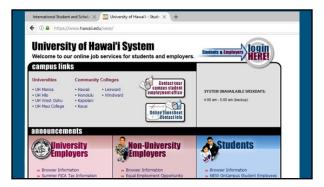
- Limited to 20 hours per week when school is in session.
- More than 20 hours per week when school is not in session.
- Can be authorized up to 12 mos at a time.
- Employment terminates when student graduate/complete exchange program.

On-Campus Employment: How to Apply

- Obtain pre-authorization to review employment by completing the <u>J-1 On-Campus Employment an Authorization Form</u> (available online on ISS website)
- 2. Show completed form to Manoa Career Center (MCC)
- Search for on-campus employment on SECE jobs database (consider your class schedule, course workload, transportation requirements, and interest).

Student Employment Site: SECE jobs database





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Step 2

Obtain Employment Authorization

Page 2 of J-1 On-Campus Employment Eligibilit and Authorization Form

1-3 Business Days processing at ISS office

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J-1 Graduate Assistant

1. Have your hiring department Personnel Officer (PO) complete the J-1 Graduate Assistant Employment Certification Form

- the <u>J-1 Graduate Assistant Employment Certification Fo</u> 2. PO will submit the form to ISS office via UH File Drop
- You may need to show proof of health insurance coverage for self and dependent(s) to the ISS before authorization can be given.
- 4. 5 business days processing.

<u>J-1 Graduate Assistant</u> <u>Employment Certification Form</u> (available on ISS website)

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Academic Training

Training (paid or unpaid) related to field of study: job, internship, research position.

If off campus, must apply for Academic Training authorization.

If on-campus you may apply for on-campus employment authorization while you are still a student but if graduating or completing soon, you could extend the J-1 status and apply for academic training.

Off-Campus: Serious Economic Circumstances

- Permission from ISS for employment necessary due to serious, urgent and unforeseen economic circumstance that have arisen since acquiring J-1 student status.
- Schedule an appointment with ISS J-1 Adviser.



On/Off-Campus Employment: J-2 Dependent

- Must request authorization from U.S Citizenship & Immigration Services (USCIS).
- Up to 90 days processing Any kind of employment: full-time or part-time
- Income cannot be used to support J-1
- Can be renewed annually • Make appointment with J-1 advisor
- for application advising



Social Security Number

- If you will be paid a stipend or compensated financially, you will need SSN.
- Used by employer to check your employment eligibility status.
- Apply in person at local Social Security Administration office; bring relevant documents.
- 2-4 weeks



Mahalo!

Visit the ISS Manoa website for more information on Welcome Week Informational Sessions, Forms, Submitting Request and Making Appointment to see a J-1 Student Advisors.

www.hawaii.edu/issmanoa