

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

Welcome Week Sessions Fall 2018, Aug 13- 16
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Employment Options for J-1 & J-2

J-1 Students

- On Campus Employment
- Academic Training
- Off-Campus Employment for Serious Economic Circumstances

J-2 Dependents

- 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

What is it?

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

Hourly/Time Limit:

- 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

1. Obtain pre-authorization to review employment by completing the [J-1 On-Campus Employment an Authorization Form](#) (available online on ISS website)
2. Show completed form to Manoa Career Center (MCC)
3. 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

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