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
Step 1
Obtain Employment Eligibility
1-3 Business Days

Step 2
Obtain Employment Authorization
1-3 Business Days processing at ISS office

J-1 Graduate Assistant
1. Have your hiring department Personnel Officer (PO) complete the J-1 Graduate Assistant Employment Certification Form.
2. PO will submit the form to ISS office via UH File Drop.
3. 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.

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](http://www.hawaii.edu/issmanoa)