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

Welcome Week Sessions Spring 2019
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International Student Services



# 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:

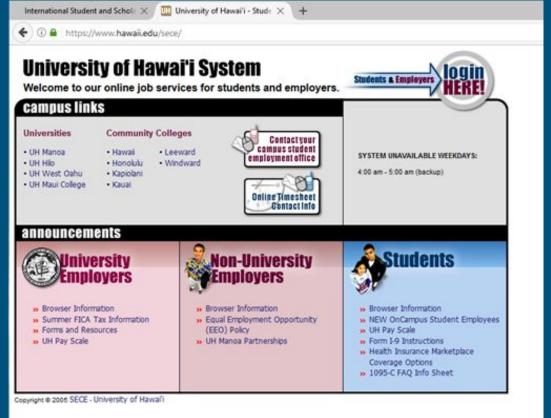
- Limited to 20 hours per week when school is in session.
- More than 20 hours per week when school is not in session.
- Can be authorized up to 12 mos at a time.
- Employment terminates when student graduate/complete exchange program.



# On-Campus Employment: How to Apply

- Obtain pre-authorization to review employment by completing the <u>J-1 On-Campus Employment an Authorization Form</u> (available online on ISS website)
- 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













⊕ https://www.hawaii.edu/sece/

### University of Hawai'i System

Welcome to our online job services for students and employers.



### campus links

#### Universities

- UH Manoa
- · UH HIO
- · UH West Oahu
- · UH Maui College

#### Community Colleges

- Hawai
- Leeward
- Windward
- Honokulu Kapiolani
- Kauai





#### SYSTEM UNAVAILABLE WEEKDAYS:

4:00 am - 5:00 am (backup)

#### announcements



- n Browser Information
- Summer FICA Tax Information



- Browser Information
- se Equal Employment Opportunity



- w Browser Information
- NEW OnCampus Student Employees

### Step 1

**Obtain Employment Eligibility** 

Page 1 of J-1 <u>On-Campus Employment</u> <u>Eligibility and Authorization Form</u>

1-3 Business Days



J-CE

#### J-1 On-Campus Employment Eligibility and Authorization Form

When properly completed, this form provides (1) the period in which a 1-1 student is eligible for employment, and (2) outhorizations for specific employment Eligibility does not constitute authorization.

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Student Sursame Family Name		Student Oliven Name(s)	.UHID+	
DS	2018 Engineeine Date (mm/44/3333)	Passport Engineers Date (non-66)	227)	
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0			dent may work, (1)he should inform to surs per week during the academic per	
п	The Manon Career Center (MCC) form. Approval will be given in a		ployment Work Agreement (SEWA) procedure	upon receipt of this
0		ent Employment and Cooperative	y MCC Students deemed ineligible b Education (SECE) on-line job system	
	If the student is not currently enga- the RO/ARO attesting that student		orm must be accompanied by written load (RCL).	verification issued by
	On-campus employment may inch	de jobs at other UH campuses on	Dahu, due to system-wide agreements	
0	by an RO/ARO before employment submitted to an ISS advisor for au	t may begin. Each job must be rec horization.	ough MCC during the eligibility perio orded on the back side of this form by	the student and
	The RO/ARO may use the DS-201 determine eligibility and authorize		e, or completion of program, whichev	er is earlier, to
	Any changes to employment dates	must be reported immediately to t	se ISS advisor.	
	ident Certification: As the above-n ed in Section I.	amed student, I hereby certify that	I have read, understand, and will abid	e by the stipulations
	Scot Signature			

	ty. To be completed by ISS Advisor who is a Respon ARO of the student's sponsoring agency.	sible Officer (RO) or Alternate
O/ARO Certification: As Responsi- igible for on-campus employment fo	ble Officer Alternate Responsible Officer, I hereby or the following period:	ertify that the above-named student is
edent On-Campus Work Eligibility Period		
art Date (montald yyyy)	End Date (monthlyyyyy):	
NABO Name	RO/ARO Signature	Date (mon dd/yyyy)

# Step 2

**Obtain Employment Authorization** 

Page 2 of J-1 <u>On-Campus Employment Eligibility</u> <u>and Authorization Form</u>

1-3 Business Days processing at ISS office

(form S.CE constraint)

	eriod. The section f	or authori	zation shall be comple	ned by an RO/A		100	
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### J-1 Graduate Assistant

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

#### Employment Certification Form for J-1 Student Graduate Assistants (GA)

	miletinabbilar	SINGELLY SELAIDES! CHIMAGIZE	ny or mamai i at manua.
hone:	808 956-8613	Fax: 808 956-5076	www.hawaii.edulissmano

J-1 Student "on-campus employment" is available up to 20 hours per week to a J-1 student in good standing. Written authorization is required in advance of employment start date. Authorization is given by a J-1 ISS Adviser (Responsible/Attemate Responsible Officer) for a maximum of one year, pending duration of ISS-approved health insurance coverage, valid OS 2019 form and passport.

Personnel O	fficer (PO) GA Hiri	ing Request &	Certification
(PO complete/sign and send t start date)	o <u>issstaff@hawaii e</u>	du via UH File Dr	op at least 3 days prior to
certify that (Name)			JHM ID#)
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Department:			
Supervisor's Name:			
Supervisor's Contact Info:	Tel:	Email:	10.2
Employment Address:			
City:	State:	Zip Code:	
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Signature of PO:	100000000000000000000000000000000000000	D	ate:
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RO/ARO Signature:			Date:
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J-1 Graduate Assistant
Employment Certification Form
(available on ISS website)



# **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.



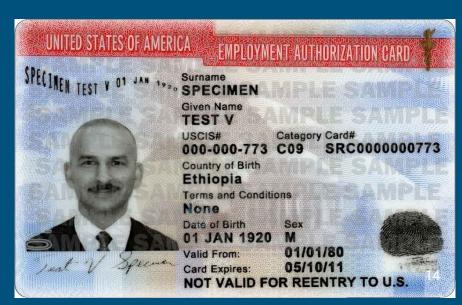
# Off-Campus: Serious Economic Circumstances

- 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