



Employment Options for J-1 Student & J-2 Dependent

Welcome Week Session Spring 2021

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International Student Services





Employment Options for J-1 & J-2

J-1 Student

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

J-2 Dependent

- Employment Authorization Document (EAD) for on/off campus



J-1 Student

- Must maintain valid J-1 status and enrolled full-time; summer enrollment optional.
- Make satisfactory progress towards program completion.
- Maintain adequate health insurance.
- Must receive employment 'written' authorization BEFORE begin working.
- If UH Mānoa is not program sponsor, student must obtain authorization from program sponsor (East-West Center, Fulbright, LASPAU, USAID, 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 months at a time.
- Employment terminates when student graduate/complete exchange program.



On-Campus Employment: How to Apply

1. Obtain pre-authorization by completing the [J-1 On-Campus Employment an Authorization Form](#) (available on ISS website)
2. Show completed form to Mānoa Career Center (MCC)
3. Search for on-campus employment on [SECE jobs database](#) (consider your class schedule, course workload, transportation, and interest) and apply.
4. When offered employment, complete pg 2 [J-1 On-Campus Employment an Authorization Form](#) and submit to ISS for authorization.

Step 1

Obtain J-1 On-Campus Employment Eligibility

Page 1 of J-1 On-Campus Employment Eligibility and Authorization Form

1-3 Business Days processing at the ISS



J-1 On-Campus Employment Eligibility and Authorization Form

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

SECTION I. Student Acknowledgment. To be completed by J-1 student.		
Student Surname/Family Name	Student Given Name(s)	UHID#
DS-2019 Expiration Date (mm/dd/yyyy)	Passport Expiration Date (mm/dd/yyyy)	

To the Student: Please fill in your information above, read the on-campus employment stipulations below and sign in the space provided, then submit to this form to an ISS advisor.

- If the RO/ARO 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.
- The Mānoa Career Center (MCC) will consider any valid Student Employment Work Agreement (SEWA) upon receipt of this form. Approval will be given in accordance to current, standard MCC procedure.
- This verification does not include eligibility requirements enforced by MCC. Students deemed ineligible by MCC will be precluded from accessing the Student Employment and Cooperative Education (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/ARO attesting that student is authorized for a reduced course load (RCL).
- On-campus employment may include jobs at other UH campuses on Oahu, due to system-wide agreements.
- Any on-campus employment successfully obtained by the student through MCC during the eligibility period must be authorized by an RO/ARO before employment may begin. Each job must be recorded on the back side of this form by the student and submitted to an ISS advisor for authorization.
- The RO/ARO may use the DS-2019 end date, passport expiration date, or completion of program, whichever is earlier, to determine eligibility and authorization dates.
- Any changes to employment dates must be reported immediately to the ISS advisor.

Student Certification: As the above-named student, I hereby certify that I have read, understand, and will abide by the stipulations listed in Section I.

Student Signature	Date (mm/dd/yyyy)
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SECTION II. Employment Eligibility. To be completed by ISS Advisor who is a Responsible Officer (RO) or Alternate Responsible Officer (ARO) or an RO/ARO of the student's sponsoring agency.

RO/ARO Certification: As Responsible Officer/Alternate Responsible Officer, I hereby certify that the above-named student is eligible for on-campus employment for the following period:

Student On-Campus Work Eligibility Period		
Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):	
RO/ARO Name	RO/ARO Signature	Date (mm/dd/yyyy)

SEE BACK SIDE

Section III on the second page must be completed and submitted by the student to ISS for authorization as soon as employment is successfully obtained. Each job must be authorized, and employment may not begin until authorized.

SECE jobs database



International Student and Schol... University of Hawai'i - Stud...
https://www.hawaii.edu/sece/

University of Hawai'i System

Welcome to our online job services for students and employers.

Students & Employers **login HERE!**

campus links

Universities <ul style="list-style-type: none">• UH Manoa• UH Hilo• UH West Oahu• UH Maui College	Community Colleges <ul style="list-style-type: none">• Hawaii• Honolulu• Kapiolani• Kauai• Leeward• Windward	<p>Contact your campus student employment office</p> <p>Online timesheet Contact info</p>	SYSTEM UNAVAILABLE WEEKDAYS: 4:00 am - 5:00 am (backup)
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announcements

<h4>University Employers</h4> <ul style="list-style-type: none">» Browser Information» Summer FICA Tax Information» Forms and Resources» UH Pay Scale	<h4>Non-University Employers</h4> <ul style="list-style-type: none">» Browser Information» Equal Employment Opportunity (EEO) Policy» UH Manoa Partnerships	<h4>Students</h4> <ul style="list-style-type: none">» Browser Information» NEW OnCampus Student Employees» UH Pay Scale» Form I-9 Instructions» Health Insurance Marketplace Coverage Options» 1095-C FAQ Info Sheet
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Must receive ISS on-campus employment eligibility in order to access Manoa Career Center student job database

Step 2

Obtain On-Campus Employment Authorization

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

1-3 Business Days processing at ISS office

(form J-CE continued)

SECTION III. Employment Information. Employment information must be completed by the student for each job obtained during the eligibility period. The section for authorization shall be completed by an RO/ARO.

Position Title		Supervisor Name		Employer Name	
Dates of Employment (mm/dd/yyyy – mm/dd/yyyy)		Supervisor Phone	Hours/Week	Street Address	State Zip Code
Start Date: End Date:		Authorized? <input type="checkbox"/> Yes <input type="checkbox"/> No		SEVIS Entry Date	RO/ARO Name RO/ARO Signature Date (mm/dd/yyyy)
Position Title		Supervisor Name		Employer Name	
Dates of Employment (mm/dd/yyyy – mm/dd/yyyy)		Supervisor Phone	Hours/Week	Street Address	State Zip Code
Start Date: End Date:		Authorized? <input type="checkbox"/> Yes <input type="checkbox"/> No		SEVIS Entry Date	RO/ARO Name RO/ARO Signature Date (mm/dd/yyyy)
Position Title		Supervisor Name		Employer Name	
Dates of Employment (mm/dd/yyyy – mm/dd/yyyy)		Supervisor Phone	Hours/Week	Street Address	State Zip Code
Start Date: End Date:		Authorized? <input type="checkbox"/> Yes <input type="checkbox"/> No		SEVIS Entry Date	RO/ARO Name RO/ARO Signature Date (mm/dd/yyyy)
Position Title		Supervisor Name		Employer Name	
Dates of Employment (mm/dd/yyyy – mm/dd/yyyy)		Supervisor Phone	Hours/Week	Street Address	State Zip Code
Start Date: End Date:		Authorized? <input type="checkbox"/> Yes <input type="checkbox"/> No		SEVIS Entry Date	RO/ARO Name RO/ARO Signature Date (mm/dd/yyyy)

Reset All Authorized Boxes



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.



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

International Student Services, University of Hawai'i at Manoa

Phone: 808 956-8613

Fax: 808 956-5076

www.hawaii.edu/issmanoa

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/Alternate Responsible Officer) for a maximum of one year, pending duration of ISS-approved health insurance coverage, valid DS 2019 form and passport.

Personnel Officer (PO) GA Hiring Request & Certification

(PO complete/sign and send to issstaff@hawaii.edu via UH File Drop at least 3 days prior to start date)

I certify that (Name) _____ (UHM ID#) _____
has been offered a graduate assistantship as follows:

- 9 month 11 month _____ % FTE
- Student will purchase UH Manoa EUTF and purchase additional Repatriation & Medical Evacuation coverage for self and dependent(s), from alternate provider; or
- Student will purchase alternate health insurance for self and dependent(s), and will show proof of coverage to the ISS office.

Department: _____

Supervisor's Name: _____

Supervisor's Contact Info: Tel: _____ Email: _____

Employment Address: _____

City: _____ State: _____ Zip Code: _____

Start Date: ___/___/20___ End Date: ___/___/20___ (one year maximum)

Signature of PO: _____ Date: _____

Typed Name: _____ Tel: _____ Email: _____

International Student Services J-1 Responsible Officer (RO/ARO) Certification

(RO/ARO will complete/sign and forward to PO, Graduate Assistant, Supervisor via UH File Drop)

The above-named student sponsored by the University of Hawaii under a J-1 student visa, is eligible for on-campus employment up to 20 hours per week and is currently in good standing. The student is hereby authorized to perform the work offered above from ___/___/20___ to ___/___/20___. Per Department of Homeland Security requirements, this employment is reported in the Student and Exchange Visitor Information System (SEVIS).

RO/ARO Signature: _____ Date: _____

Typed Name: _____ Phone: _____

DS-2019 expires: _____ Passport expires: _____ Health Insurance expires: _____

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.

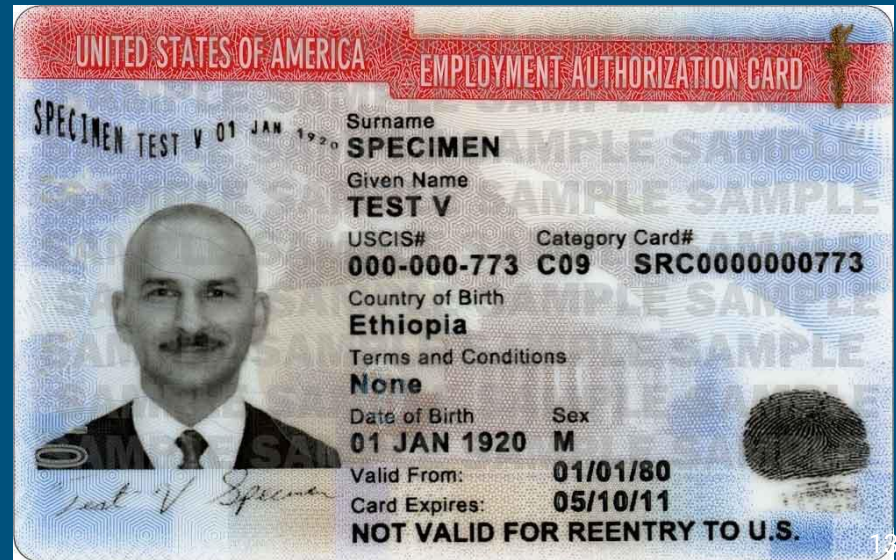
Off-Campus: Serious Economic Circumstances

- 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 Advisor.](#)



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 (SSN)



- If student will be paid a stipend or compensated financially, student will need to apply for SSN.
- Apply in person at local Social Security Administration (SSA) office; bring relevant documents.
 - No sooner than 10 days after entering the US and
 - No sooner than 3 days after ISS validates SEVIS record
- Review [SSN application on ISS website](#).
- SSA takes 2-6 weeks to process SSN

Due to COVID-19 pandemic the SSA has suspended/limited in-person services. Only dire need in-person appointments will be scheduled.

On/Off Employment Verification Letter- to apply for SSN

International Student Services

[Home](#)[Guide](#)[Travel](#)[Employment](#)[Forms](#)[Resources](#)

Forms

Instructions

(1) For each form, please [log in the request](#) so it can be tracked, then (2) download or access the documents to complete and submit with any supporting documents to the ISS Office directly.

Employment Verification Templates

F-1 Student Employment Verification Templates

- **F-1 Off-Campus** Employment
 - [For Inserting Letterhead by Computer \(Word Document\)](#)
 - [For Printing on Letterhead Paper \(PDF\)](#)
- **F-1 On-Campus** Employment
 - [For Inserting Letterhead by Computer \(Word Document\)](#)
 - [For Printing on Letterhead Paper \(PDF\)](#)

J-1 Student Employment Verification Templates

- **J-1 Off-Campus** Employment
 - [For Inserting Letterhead by Computer \(Word Document\)](#)
 - [For Printing on Letterhead Paper \(PDF\)](#)
- **J-1 On-Campus** Employment
 - [For Inserting Letterhead by Computer \(Word Document\)](#)
 - [For Printing on Letterhead Paper \(PDF\)](#)

No-resident Tax issues

- Tax withholdings - impacted by tax treaties.
- FICA & Medicare- generally N/A when a student but applicable on post-completion AT.
- Generally student pay taxes as a non-resident for only 5 years.
- University/ISS does not provide non-resident tax assistance to students.



Mahalo!

Visit the ISS Mānoa website for more information on:

www.hawaii.edu/issmanoa