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

Welcome Week Session Fall 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
SECE jobs database

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
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.
J-1 Graduate Assistant Employment Certification Form

(applicable 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.
International Student Services

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

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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