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**](mailto: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: \_\_\_\_\_\_\_\_

Date of fsaATLAS/SEVIS Entry:\_\_\_\_\_\_\_\_ by:\_\_\_ UH File Drop: PO: \_ GA: \_ Supervisor: \_ Date:\_\_\_