



ON CAMPUS EMPLOYMENT AUTHORIZATION

Students may not accept employment at any time without prior approval through AMIDEAST. Permission to accept employment is granted only for on-campus teaching or research assistantships directly related to your field of study. Under no circumstances will employment of more than twenty (20) hours per week be considered during the academic year. **You should also be aware that if employment is approved, your monthly maintenance payments may be reduced by any amount you earn over \$500 per month after taxes.**

Jobs which qualify as "Student Employment"

Employment required by a university scholarship, fellowship, or assistantship. This kind of work usually occurs on campus, with the university as the employer. In certain circumstances, however, the work can be done for a different employer. For example, you might work in a government or private research laboratory if your thesis adviser had a joint appointment there and would be supervising you in work that counted toward your degree and/or your research. *If you receive approval for this type of employment, your monthly maintenance allowance will be reduced by any amount of your on-campus earnings over \$500 (after taxes) per month.*

How to apply for work authorization

If you have been offered a university teaching or research assistantship and need to obtain work authorization, you must submit a work authorization request form signed by both you and your academic adviser. Address the request to your AMIDEAST adviser. This request should contain the information listed below.

1. A description of the type of work you will be doing, the number of hours you will work each week, and the name of the department that is offering you the job;
2. The starting and ending date of your employment;
3. Your gross salary. If you do not know the exact amount of your stipend, please estimate it as closely as possible.

You must also submit a copy of the letter of offer you received from your proposed employer. Submit your request for work authorization at least three weeks before the start date of your proposed job. AMIDEAST will inform you in writing of its decision and any terms and conditions attached to it.

Within one month of the start date of your job, you must send to your AMIDEAST adviser a copy of your first paycheck along with a letter detailing your exact salary or hourly wage. If this information is not received within one month, your maintenance allowance will be held.

Additional items needed for work authorization

A Social Security Number. To put you on the payroll, your employer will need your Social Security Number. Your Social Security card may be stamped "Not Valid for Employment." That stamp will not make you ineligible to work; it means only that no funds will ever go into the Social Security account represented by that number.

Form I-9, "Employment Eligibility Verification." When you begin work, you and your employer must complete a Form I-9, which requires you to document your identity and work authorization according to directions on the back of the Form. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport, I-94 Departure Record card, the pink copy of Form IAP-66, and your AMIDEAST written work authorization. Your employer, who keeps Form I-9, will make copies of the documents you submit and return the originals to you.

AMIDEAST only issues work authorization for periods lasting a maximum of six (6) months at a time. Thus, you will have to obtain new work authorization every six (6) months and then update your Form I-9.

Social Security and other taxes

Social Security taxes. In general, as a J-1 student you will be exempt from Social Security (F.I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes.

Federal, state and local taxes. Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 student will be subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from your paychecks. By April 15 you must file a federal income tax return and a "Required Statement" covering the prior calendar year to determine whether you owe more taxes or have a refund coming.

A note of caution

As a J-1 student you are eligible for a variety of work opportunities in the United States, but employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult AMIDEAST whose written approval is necessary *in advance*.

Cancelling work authorization

If you choose to end your employment before the terms stated on your work authorization you must inform your AMIDEAST advisor to have your SEVIS record updated.

Work Authorization Request Form:

Please scroll down to view the form.

TO: AMIDEAST – Fulbright Scholarship Program, 1730 M St., NW, Suite 1100, Washington, DC 20036
RE: Work Authorization Information Sheet (used for Academic Training or On Campus Employment)

STUDENT NAME: _____ **SEVIS ID:** N _____

DEGREE/FIELD: _____ **UNIVERSITY:** _____

Dear AMIDEAST J-1 Responsible Officer,
The student named above would like to be authorized for on-campus employment OR considered for participation in the academic training program described below.

PLEASE CHECK ONE: ON CAMPUS EMPLOYMENT ACADEMIC TRAINING

Employer name: _____ Job title: _____
Training Supervisor: _____ Duties: _____
Address: _____

Hours per week: _____ Rate of Pay: _____
Start Date: _____
Telephone: _____ End Date: _____
Email: _____

How does the employment relate to the student's major field of study? _____

IF ON CAMPUS EMPLOYMENT:
Employment is associated with: Assistantship Fellowship Scholarship Other _____
Will this on campus employment reduce the amount of the student's tuition? Yes No If yes, by how much? _____

IF ACADEMIC TRAINING, Academic Advisor/Dean must complete the following (use additional pages if necessary):

- (1) Please thoroughly describe the goals and objectives of the proposed academic training program:

- (2) Why is the proposed academic training program an integral or critical part of the academic program of this Fulbright student?

As the student's academic adviser or dean I have set forth the nature and details of the on-campus employment or academic training program. I approve of the amount of time requested as necessary to complete the goals and objective of the training. I understand that if approved, the student is still subject to the two-year home residency requirement. With this letter I recommend that you authorize this student to participate in the on campus employment or Academic Training program that I have described.

ACADEMIC ADVISER/ DEAN:
Name: _____
Title: _____
Signature: _____ **Date:** _____
E-mail: _____
Phone: _____

FULBRIGHT GRANTEE: *I have read the employment authorization instructions and understand the conditions and limitations.*
Fulbright Grantee Signature: _____
Date: _____