

# WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

## **J-1 On-Campus Employment Form**

### **For Authorization to Work On-Campus**

J-1 students are eligible to work on-campus with authorization from the International Student Advisor (ISA). After finding on-campus employment, students must complete the top portion of this form and bring it to Slater International Center.

**This form must be completed and signed by the ISA before beginning employment. In order for the ISA to complete this form, a copy of the student's Form I-94 must be attached. Please note that it takes two business days for Slater to process this form.**

**Student's Name:** \_\_\_\_\_  
(Last) (First)

**Date of Birth:** \_\_\_\_\_  
(Month/Day/Year)

**Department Offering Employment:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Student Job Title:** \_\_\_\_\_

**Brief Job Description:** \_\_\_\_\_

**Expected Start Date\*** \_\_\_\_\_ **Expected End Date** \_\_\_\_\_ **Approximate Hours per Week** \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

*\*The expected start date should be at least 5 days in the future*

### **FOR: SLATER INTERNATIONAL CENTER-INTERNATIONAL STUDENT & SCHOLAR SERVICES**

The above mentioned student is currently enrolled as a full-time student in J-1 status at Wellesley College. She is studying here in student status and is authorized to work on-campus up to twenty hours per week during the school year and full-time during annual vacation periods:

This authorization is granted in accordance with the U.S. Federal Regulations [22 CFR 62.23 (g) (1) (ii)] governing student status.

Please feel free to contact our office at 781-283-2084 if you have any questions.

**Responsible Officer (RO)/Alternate Responsible Officer (ARO):** \_\_\_\_\_

**Signature of RO/ARO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Revised: August 2010*

