REQUEST FOR J-1 ON-CAMPUS WORK AUTHORIZATION

Students in the J-1 immigration status on-campus employment must be authorized in advance and in writing by the UCSB Office of International Students and Scholars. To request on-campus work authorization, please complete this form and obtain the necessary signatures from your Department Chair/Director and Graduate Student Advisor.

STUDENT INFORMATION

Name: ____________________________ | ____________________________ | ____________________________

Family/Primary Name | First/Given Name | Middle Name

PERM #: ____________________________ Major: ____________________________

Phone: ____________________________ E-mail: ____________________________

Level of Study: □ Doctorate  □ Master  □ Bachelor  □ Non-Degree

EMPLOYMENT INFORMATION

Employing Department or Unit On Campus (Name and Location)

Start and End dates of Employment

(mm/dd/yyyy) to (mm/dd/yyyy)

Position Title: ____________________________ Hours per week: __________

Brief description of employment:

__________________________________________

__________________________________________

Signature of Employer  Date

Name of Employer

Signature of EAP/Graduate Program Advisor  Date

Name of EAP/Graduate Program Advisor

Signature of Student  Date

Name of Student

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS AUTHORIZATION

Approved by ____________________________ Date ____________________________

Updated 3/27/2019
**J-1 ON-CAMPUS WORK REQUIREMENTS**

International students who are in valid J-1 student status sponsored by UCSB and pursuing a full course of study can work on campus up to 50% time (20 hours/week or less) during the academic terms and full-time during the academic break periods (including summer break). On-campus employment at UCSB includes teaching or research assistantship, working at the UCen or Library, etc. Generally speaking, on-campus employment means that you will be receiving a paycheck from UCSB.

SEVIS regulations regarding on-campus employment for J-1 students require your J-1 sponsor (UCSB) to authorize all on-campus employment in writing before your employment start date. You must have written authorization from OISS to work on campus.

Before you begin any on-campus employment, you must complete Request for J-1 On-Campus Work Authorization form (with signatures from your employer and graduate student advisor) and submit the completed form to OISS.

- The written authorization is only valid for a maximum of twelve months, or until the expiration date of your DS-2019 form, or the ending date of your employment, whichever is sooner.
- You will need to obtain a new authorization for each year of on campus employment or if you change jobs.
- When you complete your study program you are no longer eligible to be employed on-campus without special authorization (for example, academic training).
- If your DS-2019 was issued by a program other than UCSB (such as Fulbright or IIE, Agency for International Development), you must contact your program sponsor for on-campus employment authorization.

**SOCIAL SECURITY CARD APPLICATION FOR J-1 STUDENTS**

Social security numbers (SSNs) will only be issued to J-1 students who have On Campus Work Authorization from the OISS and a properly completed UCSB J-1 Employer Authorization Letter. If a student is submitting this form during their first quarter at UCSB, then that student should wait at least 10 days after OISS has endorsed the employer verification letter before applying for their number. If students apply before the 10 day waiting period, the Santa Barbara Social Security Office will not be able to verify their registration in the SEVIS immigration database. The Santa Barbara office will then be required to send the application to their regional office where it will take a minimum of 30 days to issue the number. Students will need the following documents to apply:

1. Form DS-2019 and I-94 (white card or printout from https://i94.cbp.dhs.gov/)
2. Passport (or original birth certificate— if passport exempt)
3. One other form of identification (driver’s license, student card, health insurance card, marriage record, etc.)

**Social Security Administration**

122 W. Figueroa Street
Santa Barbara, CA 93101
Phone: (866) 695-6285

**Directions from UCSB/Goleta:** If traveling by bus from UCSB, take the 24X bus to the downtown MTD Transit Center. The Social Security Administration is about one block from Transit Center.