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J-1 On-Campus Employment

Students in J-1 status must have approval from their Responsible Officer in order to work on campus. If your DS-2019 is issued by Carnegie Mellon your OIE foreign student advisor is your J-1 Responsible Officer (RO) and you must submit this form to the Office of International Education (OIE) for on-campus work permission. If your DS-2019 was issued by another organization, contact that organization for information about employment authorization.

STUDENT NAME: _____
 (First Name) (Family/Last Name)

ADDRESS: _____

PHONE: CELL _____ HOME _____ OFFICE _____

ANDREW ID: _____ CMU DEPT: _____

EMPLOYER'S (DEPARTMENT) NAME: _____

EMPLOYER'S ADDRESS: _____

EMPLOYMENT START DATE: _____

EMPLOYMENT END DATE: _____

NOTE: J-1 students may only be authorized for 12 months of on-campus employment at one time. If you plan to work more than one year, you must submit this form to OIE each year.

NUMBER OF HOURS PER WEEK: _____

SUPERVISOR'S NAME & EMAIL: _____

EMPLOYMENT TYPE:

- Assistantship
- Fellowship
- Scholarship
- Other on campus (please specify): _____

Return completed form to oie@andrew.cmu.edu or to OIE, 3rd Floor, Warner Hall.

FOR OIE USE ONLY: Pick up date & time: _____
 Passport exp: _____ Units: _____ Updated 10/2008