Office of International Students and Scholars

J-1 Student On-Campus Employment Authorization Request Form

All Pace J-1 students must have authorization for on-campus employment. Students are allowed to work part-time (20 hours or less per week) during the academic year and full-time during school breaks and summer vacation.

Student Name: __________________________________________

Last Name                                               First Name

Pace UID #: _____________________________________________

Email Address:___________________________ Telephone:___________________________

DS2019 Start Date: ________________ DS2019 End Date: ________________

Degree Objective (if applicable): Bachelor’s _____ Master’s _____ Doctorate _____

Local U.S. Address

U.S. Street Address: __________________________ Apt. /Rm. #: ________

City: _______ State: __________________________ Zip Code: _________

Employment Information

Department Name: __________________________________________

Hours per week: ____________________________________________

Employment Duration

Start Date: ________________ End Date: ________________

For Office Use Only

Home Institution Approval ___________________________________ Date: ________________

ISS Approval ____________________________________________ Date: ________________