

J-1 students' 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 signature from your employer. Once the authorization is approved, OISS will return this form and a J-1 Employment Authorization letter to you in 5 business days (letter should be provided to your employer as proof of authorization and used to obtain Social Security number).

STUDENT INFORMATION

Name: _____ | _____ | _____
Family/Primary Name *First/Given Name* *Middle Name*

PERM #: _____

Level of Study: Doctorate Master Bachelor Non-Degree (EAP)

EMPLOYMENT INFORMATION

Employing Department or Unit on Campus Name: _____

Street Address or Building Name: _____

City: _____ Zip code: _____

Start and End dates of Employment (dates of work, not dates of hire) _____ to _____
(mm/dd/yyyy) *(mm/dd/yyyy)*

On-Campus employment can be authorized for up to 12 months at same employer for same number of hours worked.

Position Title: _____ **Hours per week:** _____
(Not to exceed 20 during academic year)

Brief description of employment:

Employer Name: _____ **Employer Title:** _____

Employer Signature: _____

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS AUTHORIZATION

Approved by _____ Date _____

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 signature from your employer) 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 (printout from <https://i94.cbp.dhs.gov/>)
2. Passport
3. One other form of identification (driver's license, student card, health insurance card, marriage record, etc.)
4. Properly endorsed UCSB J-1 Employer Authorization Letter

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.