



J-1 STUDENT ON-CAMPUS EMPLOYMENT AUTHORIZATION FORM

Student Information: To be Completed By the Student	
LAST Name:	First Name:
HPU ID: @	SEVIS ID#: N00
Email address:	Telephone:
Major Field of Study:	Degree level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

J-1 Student On-Campus Employment Eligibility:

You must meet the following criteria in order to be eligible for on-campus employment:

1. Student is in good academic standing at the post-secondary accredited educational institution;
2. Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
3. Employment totals no more than 20 hours per week, except during official school breaks and the student's annual vacation, when it may be full time; and
4. The responsible officer has approved the specific employment in advance and in writing. Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.

By signing below, I have read and understood eligibility of J-1 student regulations and agree to comply with the regulations above.

Student Signature: _____ **Date:** _____

Student Employee Information – to be completed by Hawaii Pacific University employer:	
Department Name: @	Email address:
Department Address (Official Address):	
Immediate Supervisor Name:	Immediate Supervisor Title:
Telephone:	Numbers of Hours per Week:
Employment Begin Date (MM/DD/YY):	Employment End Date (MM/DD/YY):

By signing below, I have read and understood regulations of J-1 student regulations and I certify the student is eligible for this on campus employment.

Immediate Supervisor Signature: _____ **Date:** _____