



*The University of Pittsburgh*  
*Office of International Services*

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## J-1 On-Campus Employment Information

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Students in J-1 status must have approval from their J-1 program in order to work on campus. If your DS-2019 is issued by University of Pittsburgh (see item #2 of your DS-2019) you must submit this form to the Office of International Services (OIS) for on-campus work permission. If your DS-2019 was issued by another organization, contact that organization for information about employment authorization.

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Exchange visitor students may engage in part-time employment when the following criteria and conditions are satisfied.

(1) The student employment:

- (i) Is pursuant to the terms of a scholarship, fellowship, or assistantship; or
- (ii) Occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend;

(2) Exchange visitor students may engage in employment as provided in paragraph (g)(1) of this section if the:

- (i) Student is in good academic standing at the post-secondary accredited educational institution;
  - (ii) Student continues to engage in a full course of study, except for official school breaks and the student's annual vacation;
  - (iii) 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
  - (iv) 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 Such approval may be valid up to twelve months, but is automatically withdrawn if the student's program is terminated.
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To request permission from OIS to engage in on-campus employment, please complete the information on the following page and have your hiring supervisor sign. When completed, bring the form to OIS for the Alternate/Responsible Officer signature.

