



Many Cultures. One Northeastern.

# ISSI Form 306

## J-1 On-Campus Employment Authorization Request

- I understand that each employment authorization will become part of my SEVIS record and that I am required to request a new authorization form from the ISSI every time prior to engaging in new employment.
- I will keep the ISSI informed about any changes in employment dates with the same employer by requesting timely extensions.
- I also understand that I will not be able to begin employment until I have received written permission from the ISSI.

Name: \_\_\_\_\_  
Last or Family Name First or Given Name Middle Name(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

► Please Note: Employment authorizations cannot exceed one year at a time and need to be renewed accordingly ◀

Employer Name: \_\_\_\_\_  
Name of employing department, office or organization

Employer Address: \_\_\_\_\_  
Street Name and Number Suite Number (if applicable)  
\_\_\_\_\_  
City State ZIP

Number of hours worked per week (up to 20 while school is in session; full-time during breaks): \_\_\_\_\_

Anticipated employment begin date: \_\_\_\_\_ mm/dd/yyyy Anticipated employment end date: \_\_\_\_\_ mm/dd/yyyy

Employment Type (Check one): \_\_\_\_\_ Fellowship \_\_\_\_\_ Scholarship  
\_\_\_\_\_ Other; please specify nature of employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

### On Campus Authorization (ISSI use only)

On-Campus employment authorization for: \_\_\_\_\_

Is granted at the department/office listed above from \_\_\_\_\_ to \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

