J-1 On-Campus Employment Authorization Request

Who should complete this application?

All eligible J-1 students who have been offered a qualifying on-campus job. J-1 students must receive employment authorization BEFORE they begin working. The on-campus employment option is available as long as students are in good academic standing and are enrolled in a full course of study (except during official school breaks).

If the J-1 student’s program sponsor is not Northeastern University, but an outside organization (such as Fulbright), the student will need to obtain employment authorization from the sponsoring organization.

Is there anything I should know before completing this application?

• J-1 students may work up to 20 hours per week while school is in session, and up to 40 hours per week during periods when school is not in session or during summer vacation

• The employment can be authorized up to 12 months at a time

• On-campus employment authorization is cancelled if student graduates/completes exchange program, fails to maintain J-1 status, or transfers to another school

How do I complete and submit this application?

Print out the J-1 On-Campus Employment Authorization Request and complete Section I (Student Information).

Have your supervisor complete and sign Section II (Employment Information). Log into MyOGS, upload the J-1 On-Campus Employment Authorization Request, and submit the e-form.

The e-form can be found at: https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormJ1OnCampusEmploymentLetterRequest0ServiceProvider

How will I know that my letter is ready for pick-up, and what are next steps?

J-1 student will receive an e-mail from the OGS when the form has been signed by an Alternative Responsible Officer (ARO) and is ready for pick-up. The processing time is five business days.

If J-1 student does not yet have a Social Security number (SSN), the ARO-signed letter can be presented to the Social Security Administration in order to apply for a SSN.

After you apply for SSN and before you begin working, please visit the Student Employment Office and bring the following documents:

• Passport
• Copy of I-94
• DS-2019
• J-1 On-Campus Employment Authorization Request from OGS
• Receipt from Social Security Administration
• Letter from program sponsor (if not Northeastern University)

Using these documents, you will complete a Form I-9 for Employment Eligibility Verification.
Part I: Student Information *(to be completed by the student)*

Name: ___________________________ Last/Family Name ___________________________ First/Given Name ___________________________ Middle Name ___________________________

Northeastern ID: ___________________________

Email: ___________________________

Do you have a Social Security Number (SSN): ☐ Yes ☐ No

Part II: Employment Information *(to be completed by the supervisor)*

This is a request for: ☐ New on-campus employment ☐ A change to existing on-campus employment

Employer Identification Number (EIN): 04-1679980  Employer’s Name: ___________________________

Employer’s Address: ___________________________

Start Date (first day of work for pay)*: __________/________/________  End Date: __________/________/________  

*Note: start date must be at least 5 business days into the future

Number of hours worked per week (up to 20 hours while school is in session; up to 40 hours during breaks): __________

Employment Type (please check one): ☐ Assistantship ☐ On-premises ☐ Other (please specify nature of employment): ___________________________

Supervisor’s Name: ___________________________

Supervisor’s Phone Number: ___________________________  Supervisor’s Email: ___________________________

Supervisor’s Signature: ___________________________  Date: ___________________________