



On-Campus Employment for J-1 Students

Can J-1 students work on-campus at the University of Utah?

Both degree-seeking and non-degree seeking international students on a J-1 visa are eligible to work *part-time* on-campus at the University of Utah. Students must maintain legal J-1 visa status in order to be eligible for on-campus work. On-campus work authorization must be obtained from the International Student & Scholar Services (ISSS) office before beginning employment, and your SEVIS record will be updated to reflect your employment information.

Who is eligible for on-campus employment?


You are eligible for on-campus employment if:

- You are in good academic standing with the University of Utah
- You are engaged in a full course of study (12 credits for undergraduates, 9 credits or 3 thesis hours for graduate students), except during the summer vacation semester and official school breaks
- The employment occurs on the premises of the University of Utah campus
- You have received on-campus work authorization in advance from the ISSS office, prior to beginning your employment

How many hours per week can I work on campus?

International students on a J-1 visa are permitted to work part-time on campus (no more than 20 hours per week) during the academic year and full time (40 hours per week) during the summer vacation semester and during official school breaks (e.g., Fall Break and Spring Break).

How do I apply for on-campus work authorization?

To request on-campus employment authorization, please complete the “**J-1 Student: On Campus Employment Authorization Letter**” E-Form using the iStart link  found at www.iss.utah.edu. Through this form, you will input your employment information (your employer’s name, address, and phone number, your position title, and number of hours per week) and will need to upload your official job offer letter (on department letterhead).

Where can I find an on-campus job?

On-campus jobs offer flexible schedules and hours, which may be conveniently near your classes and can offer real job skills. Search for on-campus jobs on the University of Utah’s Human Resources (HR) website:

<https://www.hr.utah.edu/careers/students/index.php>



Am I eligible to work off-campus?

Students on a J-1 visa are not eligible to work off-campus unless approved in advance for **Academic Training**. J-1 students must meet with a Sponsored Student Advisor at the ISSS office before pursuing Academic Training to discuss their employment opportunity and the application process. For more information regarding Academic Training, please review the policy guide on the ISSS website:

<https://iss.utah.edu/forms-publications/documents/Academic-Training-Policy-Guide.pdf>

I have found an on-campus job – how can I apply for a Social Security Number?

Social Security cards are used for various identification purposes on campus and in the community. A U.S. Social Security Number (SSN) must be obtained in order for you to start your new job (and get paid). **You may only apply for a SSN once you have been activated on the SEVIS system. For new students, this process may take up 10 business days after attending mandatory document check-in and immigration orientation sessions with International Student & Scholar Services.**

Applying for a Social Security Number

1. Obtain an offer letter:

J-1 students must provide evidence of employment or a promise of employment before the Social Security Office will assign an SSN. You need to get an offer letter from your employer or future employer that describes **your job, employment start date, number of hours, and your supervisor’s name and telephone number**. The earliest you can apply for an SSN is 30 days before your employment start date.

2. Obtain a Work Authorization Letter from ISSS:

- a. You must be registered for full-time classes (12 undergraduate credits or 9 graduate credits)
- b. Submit the “J-1 Student: On Campus Employment Authorization Letter” E-Form through iStart
- c. E-form submission instructions can be found here: <http://iss.utah.edu/e-form.php>
- d. You will be required to upload your current DS-2019 and job offer letter
- e. Please allow 1 week processing time
- f. Pick up your Work Authorization Letter after receiving a notification e-mail from ISSS

3. Apply for a Social Security Card:

- a. Complete an Application for a Social Security Card (**Form SS-5**). You can download the form at: <https://www.ssa.gov/forms/ss-5.pdf> or find it at the Social Security Office.
- b. Bring the following to the Social Security Office:
 - Form SS-5
 - Work Authorization Letter
 - Offer Letter
 - Original DS-2019
 - Passport
 - I-94

Please continue to the next page for map and address of the Social Security Office →



After you apply you will receive a receipt. Generally, your Social Security Card will arrive within 10 business days from the date on your receipt.

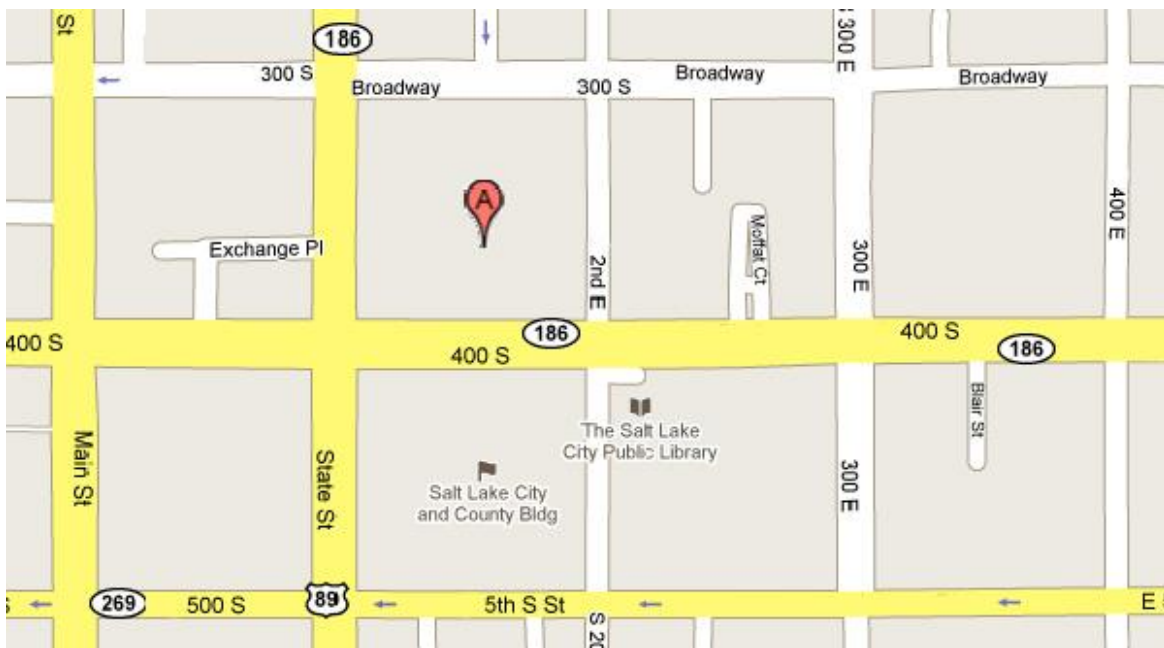
For more information, refer to <http://www.ssa.gov>

Salt Lake City Social Security Office:

Address: 175 East 400 South, Suite 500 (see “A” on map)

Phone: 801-524-4115 (or toll free 1-800-772-1213)

Hours: Monday-Friday 9:00 am to 4:00 pm



Note: The Social Security Administration does not validate parking and parking rates at the City Center/Chamber of Commerce building (where Social Security Administration is located) are very expensive. Consider taking TRAX to Library Station.