

## On-Campus Work Authorization 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.

### Eligibility for On-Campus Work Authorization:

- You must be in good academic standing with the University of Utah
- You must be 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
- You must have received on-campus work authorization in advance from the ISSS office, prior to beginning your employment

### General Guidelines for On-Campus Work Authorization:

- 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, Winter Break, and Spring Break).
- The employment must occur on the premises of the University of Utah campus

### How to Apply for On-Campus Work Authorization

To request On-Campus Work Authorization, please complete the “**J-1 Student: On Campus Work Authorization**” E-form through [UAtlas](#).

Please be prepared to submit the following information in the E-form:

- Employment information (your employer’s name, address, and phone number, your position title, and number of hours per week)
- Offer letter (on department letterhead)

## Frequently Asked Questions:

### 1. 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](#).

### 2. 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 J-1 Program Advisor at the ISSS office before pursuing Academic Training to discuss their employment opportunity and the application process. For more information, please review the [Academic Training Policy Guide](#).

### 3. 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.** For more information, please review the [Social Security Number Policy Guide](#).