



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=EFormJ1AuthorizationRequestforOnCampusEmployment0ServiceProvider>

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: _____ / _____ / _____
Month Day Year Month Day Year

*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: _____