

Employment Options for Students in J-1 Status

Students in J-1 status may accept employment under certain circumstances. In all cases, your J-1 program sponsor must authorize your employment. If you are uncertain about your J-1 program sponsor, refer to Item 7 on your DS-2019; your J-1 program sponsor is listed there. This sheet is provided for informational purposes, and it is intended for students sponsored by Eastern Illinois University. If you have questions or would like to determine your eligibility for J-1 employment, please contact the Office of International Students and Scholars. If you are sponsored by an outside agency, please consult with your program officer regarding employment eligibility.

Student employment, on-campus : As a student in J-1 status, you may work on campus up to 20 hours per week during the academic year, and full-time during school vacation periods. On-campus employment includes any job for which Eastern Illinois University will pay you, either on an hourly basis or as a part of a graduate assistantship. You must complete a Form I-9 at the place of your employment. Please note that your on-campus employment must stop once you complete your studies.

Student employment, off-campus : On occasion, students in J-1 status experience a sudden and unexpected change in their financial situation. The J-1 program sponsor may authorize J-1 off-campus employment to help alleviate the problem. If you believe that you qualify for off-campus work permission, make an appointment with your J-1 program sponsor. Be prepared to discuss the exact nature of your problem. You may be asked to provide documentation of your situation so a determination can be made if off-campus work permission is warranted. If permission is granted, you may work 20 hours per week during the academic year, and full-time during school vacations. Your total employment from all sources cannot exceed 20 hours per week during the academic year.

Academic training: Academic training authorization permits you to take a job that is directly related to your field of studies and commensurate with your educational level. You may work with academic training either prior to or after completion of studies. Please make an appointment with your program sponsor for further information on academic training guidelines, time limits, and application procedures.

LOCATING A JOB

On-campus hourly jobs: You may wish to begin your search for an hourly job on the on-campus employment page of the Financial Aid web page at <http://www.eiu.edu/~finaid/text/onjobs.htm>
Please note that international students do not qualify for federal work-study jobs. You might also ask your acquaintances and professors if they know of any available jobs.

Assistantships and graduate hourly jobs: Ask about assistantship opportunities in your department. Application forms and information can be accessed at <http://www.eiu.edu/~graduate/GAappl.html>

Internships and jobs after completion of studies: Find out whether your department has a placement office. The placement office will contain a wealth of information about jobs and resources for locating employment. You might also wish to visit Career Services for help with job search strategies, resume and cover letter writing, and interview skills. You might also investigate job opportunities through professional associations related to your field of study. Finally, it is always a good idea to "network", or ask professors and other colleagues for job recommendations.