On-campus Employment Application for J-1 Students

Name: ________________________________  Family  First

UW ID#: __________________________________  Gender: □ Male or □ Female

E-mail: __________________________________  Daytime Phone: ______________________

Major(s): ________________________________

Degree Level: ____________________________

Expected degree completion date: ___________________________________ Month Day/Year

☐ Are you an Exchange Student? □ Yes  □ No
If you are on an official exchange program between your home college/university and the UW, please complete the “Expected degree completion date” blank by indicating the date your DS-2019 expires.

Next Steps:
After submitting the completed application to ISS, our office will review your eligibility and, if appropriate, write an on-campus work permission letter for you. You will then need to submit a copy of the letter to your employer verifying your eligibility to work on the UW campus.

On-campus employment permission must be renewed on a yearly basis. ISS will produce an on-campus work permission letter allowing you to be employed from the time this application request was approved through the end of summer vacation or program completion, whichever comes first. J-1 students may not work on-campus following program completion.

Note:
✓ ISS can only grant on-campus work permission to J-1 students who are sponsored by UW-Madison Exchange Visitor Program No. P-1-00105 (see Box #2 of your DS-2019). If you are sponsored by another institution, you must receive permission from them to work on the UW campus.
✓ If you have a financial sponsor other than the UW (such as your home government), you should consult with them prior to working on-campus. Some financial sponsors may not allow you to work while studying or they may deduct on-campus earnings from your financial award.

Signature: __________________________  Date: ________________