



BECHTEL INTERNATIONAL CENTER
AT STANFORD UNIVERSITY

J-1 STUDENT EMPLOYMENT APPROVAL FORM

Please allow 5-10 working days for processing

This Approval Form is for the Exchange Visitor Program (P-1-00162) at Stanford University. (If Stanford University is not your program sponsor (see item #2 of your DS-2019), please contact your Responsible Officer for your employment authorization approval letter). According to J-1 regulations, you are required to receive work authorization before beginning employment. This form cannot be approved for more than 1 year. **Keep this original form permanently, even after you finish working.**

Note: For information on off-campus employment based under **Academic Training**, please refer to the specific information concerning Academic Training. This employment option is not covered by this form.)

Conditions:

- 1- The student must maintain good academic standing at Stanford University while employed.
2- Except during official school breaks and the student's annual vacation, the student's employment may total no more than 20 hours per week, and he or she must continue to engage in a full course of study while employed.
3- This approval will be withdrawn automatically if the student's program is terminated.
4- The Responsible Officer must approve the specific employment in advance and in writing (please see boxes below).

To be Completed by Student

Student Information: Last Name, First Name, Student ID#, SEVIS ID#, E-mail, Phone. Type of Student Employment: (Check one) Assistantship, Scholarship, Fellowship, Other On-Campus Employment, Employment off campus. Employer Information: Name of the Employer, Employer Address, (Street, City, State, Zip Code), Number of hours per week, Start Date, End Date.

To be Completed by the Alternate Responsible Officer (ARO)

Responsible Officers Approval: This approval is authorized for the above date and must be renewed by the student if the student wishes to work beyond the end date. Name/title of the Employer's Office, Signature of ARO, Date.