

ON-CAMPUS EMPLOYMENT ELIGIBILITY CERTIFICATION
International Student and Scholar Services (ISSS)
University of Denver

Name _____
Address _____
Phone # _____ Social Security Or Banner Id #: _____
Employment Type Student Faculty Staff Immigration Status F-1 J-1 J-2 H-1B O-1 TN Other
Hiring Department _____ Hiring Contact Person _____
Hiring Contact Phone _____ Hiring Contact Email Address _____

SECTION 1: For J-1 Holders: You must request and receive employment authorization in writing from your J-1 program sponsor. The conditions of your employment will be specified in the letter, and you must comply with all conditions specified. Attach this form to an employment authorization letter from your sponsor (see Section 7 of your IAP-66).

SECTION 2: For F-1 Holders: You are eligible to accept on-campus employment as follows:

- 1) You must have been authorized by INS to attend DU. This means that you received a Form I-20 from DU and used it to enter the U.S., or followed proper transfer procedures to transfer from another U.S. institution to DU:
 - a) You must also be a full-time student in good academic standing. For undergraduates, this means you must be enrolled for 12 credit hours and for graduate students, 8 credit hours per term is required. Exceptions to this requirement must be documented by your academic advisor and approved by ISSS each term.
 - b) You also may not be employed for more than 20 hours per week while school is in session. This includes all paid work you perform, even if you are working for more than one DU department or office. During holiday periods and during annual vacations you may work full-time, provided you are eligible and intend to register at DU for the next term.
 - c) You also must maintain your legal status in the U.S. This means that, in addition to (a) and (b) above, you must keep your documents valid at all times; OR
- 2) If you are engaging in Post-Completion Optional Practical Training you are eligible to work on campus, within your field of study, on a full-time basis, so long as you possess a valid Employment Authorization Document (EAD) and adhere to its validity dates.

If you have any questions, schedule an appointment to meet with an ISSS advisor. **You are responsible for maintaining legal status; violation of immigration regulations could have serious consequences for you.**

SECTION 3: For H-1B/O-1/TN Holders: As holders of work-based immigration status, you are specifically authorized to work on campus, provided that DU was the sponsor of your immigration petition. You are required to adhere to the authorization dates as specified by the Immigration and Naturalization Service (INS) and to pursue extensions at least 90 days prior to the expiration of your work authorization. You also must maintain lawful immigration status for the duration of your employment and are further required to report any material changes in your employment or immigration situation to ISSS and your supervisor.

SECTION 4: For Other Immigration Status Holders: You may be eligible to seek employment on the premises of the University of Denver pursuant to the terms of your immigration status and the possession of a valid Employment Authorization Document (EAD). You must maintain lawful immigration status for the duration of your employment and are further required to report any material changes in your employment or immigration situation to ISSS and your supervisor.

SECTION 5: Acknowledgement of Responsibility:

After you have reviewed the requirements for your immigration status, read and sign the following:

I have read and understood the above conditions for on-campus employment at University of Denver. I certify that I currently meet all conditions specified for my immigration status. If at any time I am no longer eligible to work on campus, I will cease employment immediately. If I am found to be in violation of my immigration status, and ineligible to work on campus, I understand that ISSS will notify my Supervisor and Human Resources of my ineligibility. I understand that I must stop working immediately upon graduation/completion of my program, unless I have been admitted to another degree program at DU and have processed the necessary papers through ISSS. I further understand that it is my responsibility for monitoring and maintaining my legal status and preserving my on-campus employment eligibility. **I also understand that failure to obtain a timely renewal of employment eligibility clearance form may result in interruptions or delays in my pay until the necessary clearance is obtained.**

Employee Signature _____ Date _____

The above named employee **Is Eligible To Accept/Resume** on-campus employment as of this date
 Is Not Eligible Accept/Resume on-campus employment as of this date

This Authorization is valid until _____
Employment Clearance Expiration Date

ISSS Staff Signature _____ Date _____