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International Student & Scholar Institute

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ISSI Form 306: J-1 On-Campus Employment Authorization Request

International Student & Scholar Institute, Northeastern University

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I S S I

Many Cultures. One Northeastern.

ISSI Form 306

J-1 On-Campus Employment Authorization Request

- **I understand that each employment authorization will become part of my SEVIS record and that I am required to request a new authorization form from the ISSI every time prior to engaging in new employment.**
- **I will keep the ISSI informed about any changes in employment dates with the same employer by requesting timely extensions.**
- **I also understand that I will not be able to begin employment until I have received written permission from the ISSI.**

Name: _____
Last or Family Name First or Given Name Middle Name(s)

Signature: _____ Date: _____

Email: _____ Telephone: _____

► Please Note: Employment authorizations cannot exceed one year at a time and need to be renewed accordingly ◄

Employer Name: _____
Name of employing department, office or organization

Employer Address: _____
Street Name and Number Suite Number (if applicable)

_____
City State ZIP

Number of hours worked per week (up to 20 while school is in session; full-time during breaks): _____

Anticipated employment begin date: _____ (mm/dd/yyyy) Anticipated employment end date: _____ (mm/dd/yyyy)

Employment Type (Check one): _____ Fellowship _____ Scholarship

_____ Other; please specify nature of employment: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Supervisor Email: _____ Supervisor Phone: _____

<u>On Campus Authorization (ISSI use only)</u>

On-Campus employment authorization for: _____

Is granted at the department/office listed above from _____ to _____

Advisor Name: _____

Advisor Signature: _____ Date: _____

International Student & Scholar Institute
405 Ell Hall, www.northeastern.edu/issi
360 Huntington Avenue, Boston, MA 02115
Phone: 617-373-2310 Fax: 617-373-8788

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