International students on J-1 visas may work part-time on-campus with prior written approval by the Office of International Programs. The employment must meet one of the following conditions:

- Employment pursuant to the terms of a scholarship, fellowship, or assistantship; or
- Employment that occurs on the premises of the post-secondary accredited educational institution the visitor is authorized to attend; or
- Employment that occurs off-campus, which is necessary because of serious, urgent, and unforeseen economic circumstances that have arisen since acquiring exchange visitor status.

The following conditions must also be met:

- The student is in good academic standing
- The student continues to engage in a full course of study, except for official school breaks and the student’s annual vacation
- Employment totals no more than 20 hours per week, except during official school breaks and the student’s annual vacation
- For economic necessity authorization, the Office of International Programs must evaluate the student’s economic situation as to whether the situation is urgent, serious, and unforeseen
- The employment must be authorized by the Office of International Programs in writing before the employment begins.

Attach a copy of the appointment/offer letter that confirms the following:

| Employer name: | | |
|----------------|-----------------
| Address | |
| Number of hours per week | |
| Begin date: | End date: |

Employment type:

- [ ] Off-Campus
- [ ] On-Campus (Choose the type of on-campus employment)
  - [ ] Assistantship
  - [ ] Fellowship
  - [ ] Occurs on premises
  - [ ] Scholarship

Employment is authorized for each academic semester and must be renewed before continuation of employment. Please allow up to 5 business days to receive your notification in writing that the employment has been authorized. You may not begin employment without the written authorization.

Date of completion: ____________ RO/ARO Signature: ____________________________

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Office of International Programs
Division of Student Affairs

THE UNIVERSITY OF TEXAS AT EL PASO

Employment Authorization Request

First name: 
UTEPID#: 8
Last name: 
SEVIS ID#: N00
Date of Birth: 
E-mail:

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Office of International Programs
Division of Student Affairs

500 W. University Dr. 
Union East Room 203
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Fax (915) 747-5794
http://sa.utep.edu/oip/
RV: 04/15