Instructions for J-1 On-Campus Employment Application

This on-line service will allow you to fill out the J-1 Student Employment Request Form and to submit your On-Campus Employment application to the I-Center.

After being approved by an I-Center Advisor, you will receive an e-mail to pick up your J-1 Student Employment Approval Letter from the I-Center.

Please note if you are requesting On-Campus for multiple departments, you will need to submit a separate request for each department, even if it is within the same period. You can add the relevant information in the comment section.

Please follow these instructions:

The J-1 Request Employment Authorization is available via the Axess portal at http://axess.stanford.edu

Login to AXESS with your SUNet ID and password.

On the Home page, click on “Student Center” tab as shown below.
At the bottom of the **Student Center** page, under **Employment** subheading you will see the following links:

- **Request Employment Authorization**
- **Track/Revoke Employment Authorization**
- **Continue Saved Employment Request**

At this point, you can create a new request for J-1 employment authorization, track the status of your existing Employment Authorization, or edit, and complete your saved Request.

When you click on **Request Employment Authorization**, a menu of available J-1 employment types will be displayed.

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**Employment Authorization Request**

**Student Last Name, First Name**

Please select one of the request types, read each and every instruction and then click on **Continue** to go to the Employment Request Form. Click on **Back** to go back to Student Center.

I am requesting:

- [ ] Academic Training
- [ ] On-Campus Employment
- [ ] Post Doc Academic Training

I attest that:

1. I have been maintaining my J-1 status.
2. I will not work more than 20 hours per week while school is in session (Full-time employment (more than 20 hours a week) during official school breaks is permitted). Students need separate endorsements for part-time and full-time employment.
3. I understand that the Responsible Officer at the I-Center must approve the specific employment in advance and in writing.
4. I understand that I cannot start working until I receive approval from the I-Center.
5. I understand that I will need to permanently keep the written approval of employment.
6. I have health insurance coverage for myself and my J-2 dependent(s).
7. I have a job offer.

I agree to the above

[ ] Continue  [ ] Back

As soon as you select the type of **Employment Authorization Request**, a list of **Student Eligibility Conditions** will be shown for the selected employment type. Please read it carefully.
If you are qualified for this employment type, check the “I agree to the above” box before clicking on the Continue button.

The J-1 Student Employment Request Form will then be displayed. The information to be provided in each section is described in the following pages.

At the creation of your Request, the Transaction Status will be New, and the Transaction ID number will be: “00000000”. A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this Transaction ID number in all your application follow-ups with the I-Center.

The Employment Request Form opens with the Requestor’s EmplID, Last name, First name, DS-2019 start and end dates, and SEVIS ID number auto populated in the “Person Details” section:

Your Stanford primary e-mail address will be auto populated in the Email ID field, but you will be able edit it if needed.
J-1 On-Campus Employment can only be **Part Time** while school is in session (Max. 20 h/w). It can be **Full Time** during school breaks, and vacation.

If your work will be a combination of **Full-time** (during school breaks/Summer vacation) and **Part-time** (while school is in session) then you need to submit two separate applications.

The **End Date** of your On-Campus Employment can NOT be beyond your DS-2019 End Date.

The On-Campus Employment can NOT be endorsed for more than one year.

The Employer Information should be entered in the **Employer Details** section. Employer Name, and Address fields are mandatory fields (*).

A list of your previously endorsed employment (On-Campus, Academic Training) will be displayed in the **Previously authorized J-1 Student Employment** section as shown below:

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 On-Campus Employment</td>
<td>09/24/2009</td>
<td>09/24/2010</td>
</tr>
</tbody>
</table>

If you have any previous Academic Training (i.e. from another school) that is not indicated in this section, please enter the missing Academic Training in the **Comment** section at the bottom of this form.
At this point, you will have the option of either submitting the request or saving it to continue later.

You will also be able to add additional information / comments for the I-Center Advisor, in the Comment section.

Finally, you will have to check the box to certify that the entered information is correct before clicking on the Submit button:

**Note:**
- **Back**: All information on the current page will be erased and you will be directed to the previous page.
- **Save**: You will save the current version of your Application as a draft that you can review and amend later before submitting your request.
- **Submit**: Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.