Employment must be approved in writing by your J-1 sponsor.
Your DS-2019 was issued by your J-1 program sponsor. The J-1 program sponsor is named in Box #2 on your DS-2019 form. Students issued a DS-2019 by the University of Wisconsin-Madison (Exchange Visitor Program Number: P-1-00105) should apply for employment authorization documents from ISS.

Are all J-1 students eligible for on-campus employment?
Some J-1 students may not be eligible for any form of employment. This could be due to either restrictions of particular exchange agreements or a contract with a financial provider. Check with your J-1 program sponsor for details. Students who have signed an agreement or contract with a financial provider should consult the terms of that agreement regarding employment. In some cases, on-campus employment might be considered a violation of the agreement and result in a loss or reduction of financial support.

What are the eligibility requirements?
To be eligible for on-campus work permission, a J-1 student must be maintaining legal status according to US Department of State (DOS) requirements which are as follows:

- Engage only in activities permitted under the student category while attending the school designated on your DS-2019,
- Maintain sufficient financial resources during your stay in the US,
- Enroll each semester as a full-time student (12 credits for undergraduates, 8 credits for graduate students, 3 credits for dissertators),
- Work on- or off-campus only with specific written authorization from ISS or your J-1 sponsor (see handout titled Employment Options for J-1 Students),
- Complete the J-1 transfer procedure to change schools within the US (if applicable),
- Request a program extension before the completion date on your DS-2019 (listed in Box#3) if additional time is needed to complete your studies, and
- Maintain required health insurance coverage.

How many hours per week are students able work on-campus?
If the eligibility requirements are met, a J-1 student may:

- Work up to 20 hours per week of on-campus employment during the Fall and Spring semesters, and
- Work in excess of 20 hours per week of on-campus employment during vacation periods (winter, spring, and summer breaks) for students who have maintained full-time status before the vacation period and intend to register for full-time study for the following semester.

When is written work permission not required?

- If on-campus employment (i.e., a graduate assistantship) is listed as the source of support on the DS-2019 issued to you, no further authorization is needed. This is the only situation where written work permission is not required by the J-1 sponsor.
- All other on-campus employment must be authorized in writing by the J-1 sponsor for students in full-time status. Such employment may include jobs in the UW-Madison student unions, the libraries, recreational centers, and in academic or administrative departments.

Which materials will I need to submit to ISS?
If UW-Madison is your J-1 program sponsor, you should fill out the On-campus Employment Application for J-1 Students. (Some financial sponsors, such as the Royal Thai Government or other government financial sponsors, may restrict on-campus employment. Check with your financial sponsor prior to submitting the application to ISS).