

# Carnegie Mellon University

## Office of International Education

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### J-1 Student On-Campus Employment Authorization

This form is used by J-1 students to request on-campus employment or fellowship/scholarship authorization. If your DS-2019 is issued by Carnegie Mellon, then CMU is your program sponsor and you must submit this form to the Office of International Education (OIE) for on-campus work permission. If your DS-2019 was issued by another organization, contact that organization for information about employment authorization.

#### Student Information

Family/Last Name:	Given/First Name:			
Date of Birth: (mm/dd/yy)	Academic Department:			
Andrew Email:	Phone:			
Current Residential Address:				
(Street)	(Apt#)	(City)	(State)	(Zip Code)

#### Employer (Department) Information - *Must Be Completed By Employer (Department)*

Type of Employment	<input type="checkbox"/> Assistantship	<input type="checkbox"/> Other (please list title, and explain):
	<input type="checkbox"/> Student Worker	
	<input type="checkbox"/> Fellowship/Scholarship	
Employment Start and End Dates:	Number of Hours Per Week:	
Name of Hiring Dept:	Supervisor's Name:	
Hiring Dept. Address:	Supervisor's Email:	
	Supervisor's Phone:	
Supervisor's Signature:	Date:	

Return completed form to [oi@andrew.cmu.edu](mailto:oi@andrew.cmu.edu) or to OIE, Posner Hall 1<sup>st</sup> Floor

**FOR OIE USE ONLY:** Pick-Up Date/Time: \_\_\_\_\_

Passport Exp: \_\_\_\_\_ Units: \_\_\_\_\_