How to Complete your Employment Authorization in our Online Portal

1. Go to studyabroad.uaf.edu/index.cfm?go=employment.
2. Click on the “Start Employment Authorization Paperwork” button

3. Click option 1 – “I am a UAF, UAA, or UAS student.”

4. Log in with your UA username and password (same credentials as UAOnline)
5. Click “Start Paperwork” on the page that follows:

6. This is your student home page. Click on the program name “J-1 Student Employment Request” to access the items we need you to complete.

7. The paperwork will be a series of forms that need to be completed. You will also have to digitally sign a document of understanding and submit a letter of offer from your supervisor. You can always log out of the system and return to complete the information at a later time.
8. Whenever you wish to log back into the online portal, click on “STUDENT LOGIN” from the main page (studyabroad.uaf.edu).

9. Our office will send you an email when your authorization paperwork has been issued, which will then allow you to apply for your U.S. social security number. After you have submitted your social security application, you can begin training and employment.