

18 August 2015

Academic Year 2015-2016	Fall Semester: 3 September 2015 - 19 December 2015
	Spring Semester: 14 January 2016 - 6 May 2016

RE: Letter to Potential On-Campus Employer for International Student in J-1 Visa Status

To Whom It May Concern:

The bearer of this letter is an international student at the University of Alaska Fairbanks in J-1 visa status for one or two semesters during the academic year listed above. As an international student, s/he is eligible for employment during the academic year under the following circumstances:

- The student may work in any field, but it must be on-campus employment at UAF.
- The student must remain enrolled full-time at UAF during each semester s/he is studying at UAF.
- While classes are in session, the student may work a maximum of 20 hours per week, with no exceptions.
- While classes are not in session, such as between the fall and spring semesters, the student may work full-time.
- The student's employment may not extend beyond the last day of the semester during which s/he is studying at UAF (eg, if s/he is at UAF for fall semester only, employment must end on or before the last day of that semester).

The process for an international student to apply for a job is the same as for all other students. If s/he is successful in obtaining employment, please issue a written letter of offer to the student according to the following requirements:

- The letter must be an original document on letterhead, with an original signature (initial authorization may be granted with a scan or other copy sent to my office, but we must receive an original letter for full authorization).
- The letter must include the following information about the position:
  - Position title
  - Department
  - Direct supervisor's name
  - Physical location of the position, such as a physical address (if a physical address is unavailable, such as for a remote field location, please include that location's geographic coordinates)
  - If the student will be spending more than 10 continuous days at a site off-campus as a part of this employment, a physical location must be provided for each site, as well as dates for each time off-campus
  - Mailing address of the position
  - Exact dates for the start and end of the employment (month, day, and year); the start date may be contingent upon work authorization
  - Exact number of hours per week
  - Brief description of position duties
  - Compensation details (per hour/day/week/month, or total), and must include other benefits if applicable, such as room and/or board

Once authorized, our office will issue documents to the student granting him/her work authorization, which will make him/her eligible to apply for a U.S. Social Security number, if s/he does not already have one. The student may not begin employment or training for the position until s/he has applied for a Social Security number.

Please don't hesitate to contact me if you have any questions. Thank you very much!

Sincerely,



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