


[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.”


Administrative User : User Identification Wizard: Step 1 Hide Tips

 In order to continue, you will need to be logged-in. This wizard will guide you through the steps.

Please answer the question below to determine how you will be logging in:

- I am a UAF, UAA, or UAS student.
- I am not a UA Student. I have login credentials to this site.
- I am not a UA Student. I do not have login credentials to this site.

4. Log in with your UA username and password (same credentials as UAOnline)



UNIVERSITY
of **ALASKA**

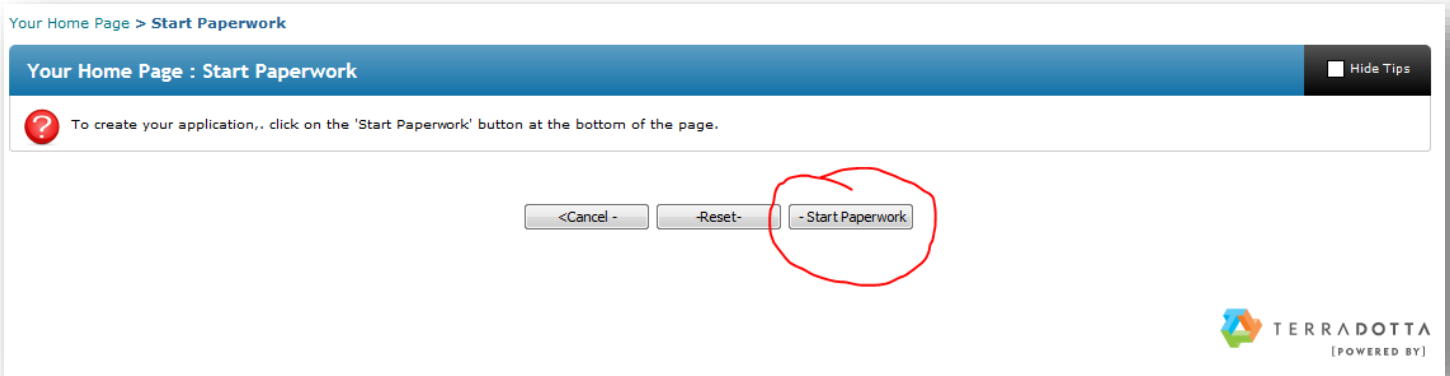
Use your University of Alaska credentials to access

Terra Dotta

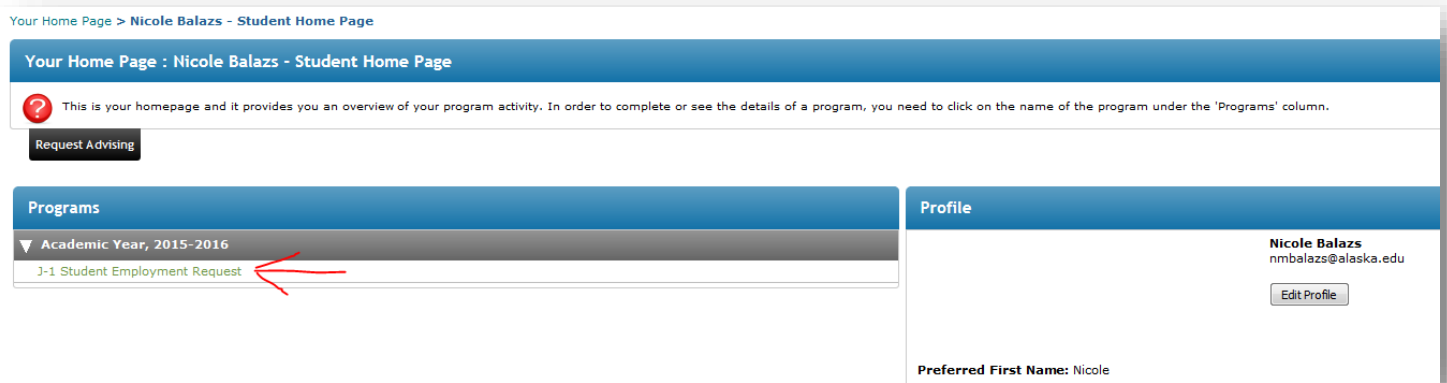
[Help with UA Username or Password](#)

Your password is used to authenticate you at UA and enables your access to [additional protected services](#) with this single sign-on (SSO). To end your SSO session, quit your browser.

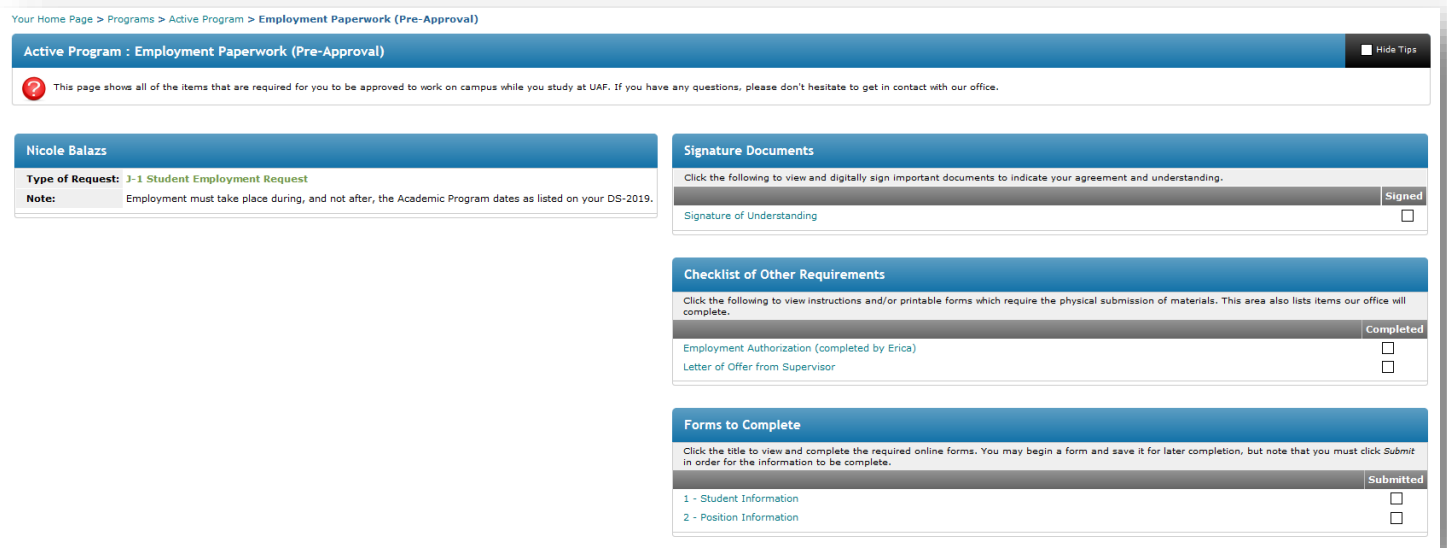
5. Click "Start Paperwork" on the page that follows:



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.



- Whenever you wish to log back into the online portal, click on "STUDENT LOGIN" from the main page (studyabroad.uaf.edu).

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You can earn UAF academic credit while you're away, which may apply to your degree program. From a few weeks in the summer to a semester or two, or more, you'll find a program that works for you. You can even go on more than one program, both nationally and abroad! While some programs do have foreign language requirements, many others are taught in English and/or offer beginning-level language courses as well. Costs depend on the program and location, but you can use most financial aid on program costs, and there are lots of scholarships available as well.

photo by University of Alaska Fairbanks

Start your search for study away opportunities today!

- 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.