



University of Colorado Denver

**International Affairs
International Student & Scholar Services**

Physical/Courier Address:
1380 Lawrence Street, Suite 932
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Phone: +1 (303) 315-2230
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Mailing Address:
Campus Box 185
P.O. Box 173364
Denver, CO 80217-3364

On-Campus Work Authorization Form

To Student: (Please read thoroughly, sign your name and provide your student ID number)

In order to preserve on-campus employment eligibility, F-1 and J-1 students must maintain their lawful status. Among other requirements, this means a student must:

- 1) Be enrolled and maintain eligibility to enroll for a full course of study during the academic year,
- 2) Work on the premises of the school that issued student's current, valid I-20 or DS-2019, and
- 3) Employment must not exceed a total of 20 hours per week while school is in session. If this student is employed elsewhere on campus, that work must also be counted toward the 20-hour limit. Full-time employment is permissible during official school breaks.

Note to J-1 students: All on-campus, on-premises employment data will be entered in to SEVIS as set forth by the regulations.

Note to Anschutz Medical Campus Students: If you are receiving a stipend from your department then you may not be eligible to work outside of your department. You are responsible for abiding by your department's stipend guidelines. This form does not override those guidelines.

Student Name: _____ Student ID Number: _____ - _____ - _____

To International Student Advisor: (Must be completed prior to student working on-campus)

Verification of number of credits student is enrolled in for current semester: _____

Dates of Employment for Student: From _____ To _____

Signature of Designated School Official: _____ Date Completed: _____

To Employer: (Please note eligibility requirement and Payroll Information)

Employment Eligibility Verification. If you employ this student, you and the student will be required to complete a form entitled "Employment Eligibility Verification" (*Form I-9*), which the employer retains.

Social Security and Other Taxes. The Payroll Office has information on taxes for students. Student earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded.

On-campus after completing a course of study. A student may not engage in on-campus employment after graduating with two minor exceptions. Please call the International Student Services for further details.

Please Note: If you have further questions regarding this student's eligibility to be employed, please contact International Student Services at (303) 315-2230 and/or UC Denver Human Resources at (303) 315-2700 to speak with the I-9 contact person.