



REQUEST FOR EMPLOYMENT AUTHORIZATION

Instructions for students: Complete this form. Discuss the requested employment with your academic advisor and request their signature. Once complete, please submit in person to International Programs and Services. ***Please also submit a copy of your unofficial transcripts with this form (found on your MyBenU account).**

Name: _____
(Family Name) (Given Name) (Middle Name)

BenU E-mail: _____ SEVIS ID #: _____

Telephone #: _____ Date of Birth: _____
(MM/DD/YY)

Level of Education Currently Enrolled (check one): Bachelors Master Doctoral

Program/Major: _____

Complete the box for the employment authorization you are requesting

POST-COMPLETION OPT

Expected Graduation Date: _____ Requested Start Date: _____

Will the OPT be: Full Time Part Time STEM OPT: Yes No Requested STEM Start Date: ___/___/___

I have spoken with the student above and verify this student is enrolled in the final courses in his/her program needed for graduation or has successfully completed his/her academic program.

Academic Advisor's Name (Printed): _____

Academic Advisor's Signature: _____ Date: _____

By signing this form, I affirm that all information is valid and correct. I understand that submitting this form alone does not authorize me for employment and in some cases SEVIS adjudication and fees are required.

Student Signature: _____ Date: _____

J1 ACADEMIC TRAINING

Program End Date: _____ Academic Training Start Date: _____

Students must provide an employment offer letter, a letter from the student's academic advisor, and an e-mail from their home institution approving the training before Academic Training can be approved in SEVIS.

Will the Academic Training be: Full Time Part Time

I have spoken with the above student and verify this student is enrolled in the final courses of his/her program and that the employment they have in mind is related to their academic program

Academic Advisor's Name (Printed): _____

Academic Advisor's Signature: _____ Date: _____

By signing this form, I affirm that all information is valid and correct. I understand that submitting this form alone does not authorize me for employment and in some cases SEVIS adjudication and fees are required.

Student Signature: _____ Date: _____

ECONOMIC HARDSHIP

Please check here if you are applying for Economic Hardship:

Economic Hardship employment is a case-by-case exception made for students by USCIS who can show that new, unexpected circumstances beyond the student's control have created severe economic hardship. Please make an appointment with your international student advisor if you feel you qualify.

By signing this form, I affirm that all information is valid and correct. I understand that submitting this form alone does not authorize me for employment and in some cases SEVIS adjudication and fees are required.

Student Signature: _____ Date: _____

For Office Use Only

Approved by: ____ Entered into SEVIS: ____ Date: _____