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Guidelines for Hiring J-1 Students

- Students on a J-1 visa may be placed on the Research Foundation payroll if they are attending a CUNY campus and have been granted on-campus employment authorization by the **DSO (Designated School Official)**.
- J-1 students must have a program sponsor. Often that sponsor is the college and the responsibility for monitoring these students may lie with either the Foreign Student Advisors Office or an authorized officer.
- Students must obtain authorization to work, in writing, from their authorized officer or a designated school official. This written authorization is equivalent to the **Foreign Student Verification Form (FSVF)**. Written work authorization form or letter must clearly state the dates of work authorization. In addition, they must present a copy of **Form DS-2019**.
- J-1 student visa holders are permitted to work up to a maximum of 20 hours per week while school is in session. (In certain situations, the J-1 student may work more than 20 hours with the permission of the authorized [or sponsoring] officer).
- They are permitted to work 18 to 36 months of academic training after completing their course of study with permission from the authorized (or sponsoring) officer.
- J-1 students are subject to special taxation regulations.

Important Terminology:

DSO: DSO stands for Designated School Official and refers to an agent at an educational institution that has been authorized by the United States Citizenship and Immigration Services (USCIS) to verify and certify information for international students and foreign nationals on campus.

FSVF: The Foreign Student Employment Verification Form (FSVF) is a CUNY form given to F-1 and J-1 students by the Designated School Official at the campus they are attending. The form verifies that these students are maintaining the status required by their visa and grants employment authorization for a specified period. In most instances, the form grants employment authorization on a semester by semester basis, which means these students must obtain a form for every semester they intend to work.

Form DS-2019: Form DS-2019 is a U.S. Department of State form issued by an authorized educational institution enabling individuals to obtain J-1 Exchange Visitor status. For J-1 Research Scholars, Form DS-2019 serves as the employment authorization granting document and it specifies the period of time the individual may be employed for.