

**ELIGIBILITY**

- Your DS-2019 must have been issued by UMKC
- You must be in valid J-1 student status and in good academic standing (must have at least a 2.0 GPA).
- You must continue to be enrolled full-time for during every Fall and Spring semester
- You may not work more than 20 hours per week during Fall and Spring semesters
  - If you work on-campus or as a GTA/GRA, you must include those hours. For example, if you work on-campus for 15 hours then you are only eligible to work off-campus for 5 hours
- You may work up to 40 hours per week during Summer vacation or winter break
- You must have proof that off-campus employment is necessary because of “serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status”.

UMKC ID #:		SURNAME:		GIVEN NAME:	
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MAJOR:		PLEASE CIRCLE YOUR DEGREE LEVEL:	PHD MS MA MBA BA BS JD LLM
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ANTICIPATED GRADUATION DATE:		CURRENT CUMULATIVE GPA:	
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Do you currently work on-campus or have a GTA/GRA?  Yes  No

If you marked YES, please answer the following:

- How many hours per week do you work on-campus or as a GTA/GRA? \_\_\_\_\_
- For which department do you currently work for? \_\_\_\_\_

Do you already have an off-campus job offer?  Yes  No

**DOCUMENTS YOU MUST SUBMIT WITH THIS REQUEST**

- Letter specifically requesting off-campus work authorization due to “serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status”. Please explain in detail how you were previously funding your education and how circumstances have changed. Please include any and all information you find relevant to your request.
- Any documentation that you see as proof of your circumstances (medical bills, loss of scholarship, loss of sponsorship, etc.)

After fulfilling the above requirements, an International Student Advisor will issue a letter authorizing your employment for the specified period of time and issue a new DS-2019 form.

**YOU MAY NOT BEGIN WORK UNTIL YOU HAVE RECEIVED THE AUTHORIZATION LETTER FROM ISAO.**

**IMPORTANT INFORMATION**

- Work authorization may be valid for up to 12 months but is automatically terminated if your program ends/has been terminated.
- Work authorization for economic hardship will not affect your eligibility for Academic Training
- You must continue to maintain valid J-1 status by complying with the terms and regulations of your J-1 visa.
- **Once you have found employment, please fill out the Employment Verification Form**