

HARVARD
INTERNATIONAL OFFICE



As a student on the J-1 visa, you are required to report to the HIO any on-campus employment once a year. On-campus employment includes teaching or research assistantship, fellowship, scholarship, or working in other offices on campus. Please complete this form and return it to your HIO advisor.

Also, in order to be paid in the U.S., you must have a social security number (SSN). To apply for an SSN, you are required to get a letter from the HIO. Please visit the HIO during its office hours to get the SSN letter and report your on-campus employment.

If you have already completed this form for the year 2015-16, you may disregard this notice. Please be reminded that you need to complete this form each academic year if you accept on-campus employment.

J-1 Student On-Campus Employment Intake Form

Please complete the following information:

Name of Student: _____

SEVIS Number: _____

Name of Employer (School and Department): _____

Address of Department: _____

Number of Hours Per Week: _____

Start Date: _____ End Date: _____

Type of Employment:

- Assistantship
- Fellowship
- Scholarship

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