



EXCHANGE VISITOR PROGRAM
(J Visa)

Student (College/University) Employment

UPDATE: ON-CAMPUS ON-PREMISES EMPLOYMENT
(22 CFR 62.23(g)(1)(ii))

SUMMARY: The Office of Exchange Coordination and Designation recently posted "Guidance Relative to On-Campus On-Premises Employment" (dated April 18, 2008) to the SEVIS Message Board. This document is to serve as an update to that guidance.

A System Change Request (SCR) has been implemented that will permit the entry of the on-campus, on-premises employment data directly into SEVIS, as set forth in 22 CFR 62.23(g)(1)(ii).

When entering data in the *On Campus Employment* screen, the Responsible Officer/Alternate Responsible Officer needs to select "Occurs on Premises" from the drop-down list to record such authorized employment (see the sample screen shot below).

This functionality will be available on June 2, 2008.

Port of Departure:
Date of Departure:

1.* Employer Name: Hansel University

2. Employer Address:
* Address 1: 123 College Blvd.
Address 2:
* City: Washington
* State: DISTRICT OF COLUMBIA
* Zip Code: 20001 -

3.* Number of Hours Per Week: 10

4.* Employment Begin Date: 06/09/2008 (MM/DD/YYYY)

5.* Employment End Date: 12/31/2008 (MM/DD/YYYY)

6.* Employment Type: On Campus Off Campus

7. On Campus Employment Type:
(Required if Employment is On Campus)

8. Off Campus Remarks:
(Required if Employment is Off Campus)

9. Comments:

Assistantship
Fellowship
Occurs on Premises
Scholarship

New Option

Add Student Employment Cancel

05/21/2008 (Wednesday)

May 21, 2008