

**REQUEST FOR LETTER FROM UCSD DEPARTMENT OFFERING EMPLOYMENT  
TO A J-1 INTERNATIONAL STUDENT**

Dear Employer,

Students on J-1 status, who want to pursue employment on campus are required to obtain a job offer letter from the hiring department before he or she can be authorized for on-campus employment. Employment does *not* need to be related to the J-1's field of study.

Please provide a letter that includes the following information:

- Department letterhead/logo
- Student's job title
- Salary
- Employment start date and end date (Note: J-1 students cannot exceed 20 hours of work per week during the academic term.)

Please give the original letter directly to the student. If you have any questions concerning this request, please contact our office at [istudents@ucsd.edu](mailto:istudents@ucsd.edu) or 858-534-3730.

Thank you.

Sincerely,

International Students & Programs Office (ISPO)

Global Education | UC San Diego