



Office of International Students & Scholars

Academic Training

“Academic Training” is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study as well as afterwards. As long as you stay within the stipulated time limits, it allows you to work part-time while classes are in session and full time during vacation periods. Under certain circumstances you may interrupt study to work full time, for example while you are writing a thesis. J-1 students in non-degree programs are eligible for “Academic Training,” equal to the time spent in the non-degree program in the United States and not more than 24 months total.

For advice and for further information, speak with your International Student Advisor in the Office of International Students & Scholars.

To qualify for your “Academic Training,” you must first obtain approval in writing from your International Student Advisor, who represents your J-1 sponsor and who issues you the DS-2019. He/she must evaluate the proposed employment in terms of your program of study and your individual circumstances and then decide whether it would be appropriate or not.

If your J-1 sponsor is an agency and you are uncertain of how to reach your J-1 Responsible Officer, your International Student Advisor will help you get in touch with them, but has no authority to grant employment permission.

Eligibility:

1. Your primary purpose in the United States must be to study rather than to participate in Academic Training.
2. You must be in good academic standing at the school named on your DS-2019.
3. The proposed employment must be directly related to your major field of study.
4. Throughout your “Academic Training” you must maintain permission to stay in the United States (maintain your J-1 status) and apply for extensions as necessary.
5. If you have applied for and received a waiver of the two-year foreign residence requirement, 212(e), you are not eligible for Academic Training.
6. You must maintain health insurance coverage for yourself and J-2 dependents throughout your “Academic Training.”

Limitations-General:

1. Your employment may be authorized for “the length of time necessary to complete the goals and objectives of the training, provided that the amount of time...is approved by [both] the academic dean or advisor and...the responsible officer,” to quote the regulations. It may not exceed “the period of full course of study” or 18 months, whichever is shorter. If you receive a PhD, however, your “post-doctoral training” may last as long as 36 months.
2. Part time employment for “Academic Training” is counted the same as full-time Academic Training.
3. Earning more than one degree does not increase your eligibility for “Academic Training.”

After Completion of Your Program Study

1. “Academic Training” approved after completion of your program must be reduced by any prior periods of “Academic Training.”
2. “Academic Training” following completion of your program of study must involve paid employment.
3. You must apply for AT before the last day of the semester in which you complete your program. This date must occur before the expiration date printed on your DS-2019.
4. If you plan to leave the United States after you complete your program of study and reenter the country for J-1 “Academic Training” you must obtain employment authorization before you leave. Otherwise you will have trouble reentering. Consult with your International Student Advisor for advice before you travel.

The Application

1. Obtain a letter of offer from your prospective employer that includes your job title, a brief description of the “goals and objectives” of your “Training Program” (your employment), the dates and location of the employment, the number of hours per week and the name and address of your “Training Supervisor” (the quotations are from the regulations). Make sure that your employer’s letter includes all of these ideas.
2. Give a copy of your employer’s letter to your academic advisor or dean for use in writing to your International Student Advisor recommending the “Academic Training.” According to the text of the regulation, your advisor’s letter must set forth:
 - a. The goals and objectives of the specific training program
 - b. A description of the training program, including its location, the name and address of the training supervisor, number of hours per week and dates of training.
 - c. How the training relates to the student’s major field of study
 - d. Why is it an integral or critical part of the academic program of the exchange visitor student. (See form in this packet).
3. When your academic advisor’s recommendation is ready, you should deliver or send it to your International Student Advisor, with a copy of the employer’s letter attached.
4. Your International Student Advisor must evaluate the “Academic Training” program and decide whether it is warranted and appropriate. If so, he/she will write you a letter of approval. To authorize “post-doctoral training” your International Student Advisor must also issue a new DS-2019, for no more than 18 months. The balance of your 36 post-doctoral Academic Training can be arranged later through the same administrative process.

Authorization to Work

Social Security Number: To put you on the payroll, your employer will need your Social Security Number, which you can obtain by applying for a Social Security card. Take your passport, I-94 card, your DS-2019 and your written work authorization from your International Student Advisor to an office of Social Security Administration. Your Social Security card may be stamped “Not Valid for Employment.” That stamp will not make you ineligible for work; it means only that no funds will ever be deposited into the Social Security account represented by that number.

Form I-9 “Employment Eligibility Verification:” When you begin work, you and your employer must complete the Form I-9, which requires you to document your identity and work authorization according to the directions on the back of the form. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport, I-94 card, your DS-2019 and your International Student Advisor’s written work authorization. Your employer, who keeps Form I-9 will make copies of the documents you submit and return the originals to you. Form I-9 must be updated any time you receive a renewal of your permission for “Academic Training.”

Social Security and Other Taxes

Social Security Taxes: In general, as a J-1 student you will be exempt from Social Security (F.I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes (See: Internal Revenue Services Publication 519, “US Tax Guide for Aliens).

Federal, State and Local Taxes: Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 student will be subject to applicable federal, state and local taxes and employers are required by law to withhold those taxes from your paychecks. By April 15 you must file a federal income tax return and a “Required Statement” covering the prior calendar year to determine whether you owe more taxes or have a refund coming.

Note of Caution: As a J-1 student you are eligible for a variety of work opportunities in the United States but employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult with your International Student Advisor, whose written approval is necessary in advance.

FORM I-9: “Employment Eligibility Verification”

Employment Eligibility Verification: Every employer in the United States must require each new employee to prove that he/she is eligible to work in this country by completing Form I-9 and providing appropriate documentation. Most employers have copies of this form. The form must be completed within three business days of the date you begin employment.

J-1 Student Work Authorization: J-1 students have a wide variety of employment opportunities available to them under two categories, “Student Employment” and “Academic Training.” Whichever type of employment you are considering, you must first obtain approval in writing for the specific employment from your International Student Advisor, who represents your J-1 sponsor and issues the DS-2019.

Suggestions for Completing Form I-9: The suggestions below assume that you are a J-1 student and that you can produce documents, which J-1 students normally have or can obtain. However, if you have other documents which meet the requirement of Form I-9, you are free to use them and are not required to complete the form in the manner described below.

Section 1: Employee Information and Verification

1. The first section asks for factual information about you and the new employee.
2. The section that asks for your status in this country (“I attest...”) check the box “An alien authorized to work until...”
3. Indicate the date that your work authorization will expire. In order to determine this date, refer to your J-1 documents which all must be current.
 - a. Your I-94 card which was issued to you when you entered the United State. The card will show either an expiry date or “D/S” for “Duration of Status.”
 - b. DS-2019 which shows beginning and end dates of valid J status in item #3.
 - c. International Student Advisor’s written approval of the specific employment including the beginning and end dates.
4. Enter either your Admissions number. Your admission number is eleven digits long and appears on your I-94 card.
5. Sign and date the form in the spaces provided.

Section 2: Employer Review and Verification

On the Form I-9 there are three lists of acceptable documents. Those in list A establish both the identity and the employment eligibility of the person who wants to work. Those in list B establish only identity and those in list C establish only employment eligibility. Your employer can not hire you until you have completed the form I-9 completely and appropriately, but can not stipulate which documents are acceptable from you and which are not. Whichever documents you submit, they must be originals and NOT photocopies.

If as a J-1 student you choose to document your eligibility to work with item #14 in list A (your “unexpired foreign passport with attached INS form I-94 indication unexpired employment authorization”), then as attachments, you should present your passport, I-94 card, your DS-2019 and your International Student Advisor’s written approval of the employment.

If you are a Canadian and do not have a passport, you may use list B and C rather than list A. Under list C you may establish employment eligibility by entering your I-94 card, DS-2019 and the letter of approval from your International Student Advisor. You will then need to submit separate proof of your identity under list B. One possibility is a Canadian driver’s license with a photograph.

Updating Form I-9: if your authorization expires and you wish to continue your employment without interruption, consult your International Student Advisor about extending your work permission. When permission is extended, you and your employer will have to update your original form I-9. This must be done on or before the date your current employment authorization expires.

SAMPLE EMPLOYERS LETTER

**OCEAN BLUE, INC.
1492 Santa Maria Drive
Atlantic City, New Jersey 07777
201-555-1212**

April 17, 2007

**Mr. Christopher Columbus
10 Water Street
Death Valley, California 92655**

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you employment as a Small Craft Pilot for 18 months starting June 1, 2006. This employment will serve as “Academic Training” following your Bachelor of Science program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers.

The location of your training program will be the company boatyard in Atlantic City, and the waters off the city beaches.

Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week.

On behalf of the company, I welcome you to Ocean Blue.

Sincerely,

**Nina Pinta
Director of Personnel**

SAMPLE RESPONSIBLE OFFICER'S LETTER

**PAINTED DESERT UNIVERSITY
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS
PEQUOD HALL
5801 SOUTH OCEAN BOULEVARD
DEATH VALLEY, CALIFORNIA 92655**

April 17, 2007

**Mr. Christopher Columbus
10 Water Street
Death Valley, California 92655**

Dear Mr. Columbus:

As Responsible Officer of Painted Desert University's Exchange Visitor Program (number: P-1-13,893), I hereby authorize you to accept employment for the purpose of "Academic Training." The position involved, that of Small Craft Pilot with the Atlantic City, New Jersey firm of Ocean Blue, Inc, was described to me in a letter dated April 2, 2006, from Henry Prince, Professor of Navigation at Parched Desert and your academic advisor. Mr. Prince recommended this academic training as integral to your program of study at Parched Desert.

This authorization will take effect on June 1, 2006 and will remain valid for 18 months, through November 30, 2006. It represents the full 18 months of academic training for which you are eligible as a J-1 student in United States.

The only condition on this authorization is that, while it is in effect, you maintain valid J-1 student status, under Parched Desert's Exchange Visitor program, with the United States Immigration and Naturalization Service. This includes making sure that your Form DS-2019 remains current (see the dates in item #3 of the Form) and maintaining the health insurance that the regulations require you to carry for yourself and your J-2 dependents.

To put you on the payroll, your employer will need your Social Security number, which you can obtain by applying for a Social Security card, if you have not already done so. You must apply in person at an office of the Social Security Administration. Take your passport, your I-94 Departure Record card, your DS-2019, and this letter with you.

Sincerely,

**G. Abby Hayes
Foreign Student Adviser**



**Office of International Students & Scholars
Request for “Academic Training” Authorization**

Today’s Date: _____

Student’s Name: _____

I have participated in J-1 practical training or Academic Training as indicated:

Dates of **Previous** Academic Training (mm/dd/yyyy)

___ / ___ / _____ to ___ / ___ / _____

___ / ___ / _____ to ___ / ___ / _____

___ / ___ / _____ to ___ / ___ / _____

___ / ___ / _____ to ___ / ___ / _____

Dates of **Current** Academic Training (mm/dd/yyyy)

___ / ___ / _____ to ___ / ___ / _____

Total Duration of Academic Training

(in months) _____

Student’s Signature: _____

The Student named above is in good standing:

(Dept. Head/Academic Advisor Signature)

(Date)

J-1 Information for Academic Training

All J-1's on Academic Training must carry health insurance for themselves and dependents whether they are registered or not.

Academic Training:

1. Academic training is available before completion of your program of study as well as following completion.
 - a. Part time while classes are in session before completion.
 - b. Full time during vacation or when coursework is completed but degree (under special circumstances-before completion).
 - c. Full time when degree is completed.
2. Academic training is available for the same length as your program or 18 months (whichever is shorter).
 - a. Can have an additional 18 months following PhD degree. To authorize "post-doctoral training" the International Student must issue a new DS-2019 for no more than 18 months at a time.
3. J-1 must obtain approval for academic training following the completion of your program at least one day before the program end date in order to extend your DS-2019; even if the job does not begin until later.
4. To qualify, be sure to read the attachment legal information carefully. Obtain approval to do academic training from International Student Advisor.
 - a. Bring the following to OISS: Unofficial transcript, Passport, Visa, I-94, DS-2019 and Completed Request Form (attached).
 - b. Obtain a letter of offer of employment from employer (see letter template attached).
 - c. Give a copy of employer's letter to advisor or dean.
 - d. Dean or Advisor writes letter of recommendation to OISS (Form attached).
 - e. International Student Advisor writes a letter authorizing employment.
 - f. International Student Advisor extends the end date of your DS-2019 and prints and signs a new DS-2019 form for you.

Advisor or Dean's Letter

_____, a Utah State University J-1 student majoring
(Mr./Mrs.)
in _____, wants to engage in the "Academic Training" program
(Major)
discussed below.

Description of the Academic Training program:

Location: _____ Job Title: _____

Name of Training Supervisor: _____

Address of Training Supervisor: _____

Email Address of Training Supervisor: _____

Dates of training: ___ / ___ / ___ to ___ / ___ / ___ Number of hours per week: _____

Goals and Objectives of the specific training program:

How does the training relate to the students major field of study:

Why is the training an integral or critical part of the academic program of the exchange visitor:

As the student's Academic Advisor or Dean, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the "Academic Training" program that I have described.

Sincerely,

(Signature of the Academic Advisor or Dean)

(Date)

(Name and Title of the Academic Advisor or Dean)

Evaluation by International Student Advisor

1. I have reviewed this letter and determined that the "Academic Training" being requested is [] warranted [] not warranted
2. The criteria and time limitations set forth in CFR 62.23(f)(3) and (4) are [] satisfied [] not satisfied.
3. In order to ensure the quality of the "Academic Training" program, I hereby evaluate the effectiveness and appropriateness of the "Academic Training" in achieving the stated goals and objectives as follows: [] Satisfactory [] Unsatisfactory

(Name and Title of the International Student Advisor)

(Date)