



ACADEMIC TRAINING

"Academic Training," refers to certain types of study-related employment. "AT" 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 lets you work part-time while classes are in session and full-time during vacation periods; and, under certain circumstances, you may interrupt study to work full-time. J-1 students in non-degree programs are eligible for "Academic Training."

To qualify for "Academic Training", you must **FIRST** obtain approval in writing from your J-1 Responsible Officer, who represents your J-1 sponsor and issues your Forms DS-2019. You **MUST NOT** work without this authorization.

To be eligible:

Your primary purpose in the United States must be study rather than "Academic Training."

1. You must be in good academic standing at the school named on your Form DS-2019.
2. The proposed employment must be directly related to your major field of study.
3. Throughout your "AT" you must maintain permission to stay in the United States, in J-1 student status, and apply for extensions as necessary.
4. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your "AT."

Limitations:

1. Your employment may be authorized for a maximum of 18 months. "Post-doctoral training," however, may last as long as 36 months.
2. Part-time employment for "AT" counts against the 18 or 36-month limit as if it were full-time employment.

After you complete your program of study:

1. "Academic Training" approved after completion of your program is reduced by any prior periods of "AT."
2. "AT" following completion of your program of study must be paid employment.
3. You must present a written offer of appropriate employment to your J-1 Responsible Officer no later than 30 days after the end of your program.
4. If you plan to leave the United States after you complete your program of study and reenter the country for J-1 "AT," you **must** obtain employment authorization before you leave.

How to Apply for Academic Training:

1. Obtain a letter of offer from your prospective employer that includes:
 1. Your job title
 2. A brief description of the "goals and objectives" of your "Training program" (your employment)
 3. The dates and location of the employment
 4. The number of hours per week
 5. Your annual salary
 6. The name and address of your "training supervisor" (the quotations come from the regulations)
2. Give a copy of your employer's letter to your academic adviser or dean for use in writing to your J-1 Responsible Officer recommending the "Academic Training." Your adviser's letter must set forth:
 1. The goals and objectives of the specific training program
 2. 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 the training
 3. How the training relates to the student's major field of study, and
 4. Why it is an integral or critical part of your academic program

5. The length of time necessary to complete the goals and objectives of the training
3. When your academic adviser's recommendation is ready, you should deliver or send it to your J-1 Responsible Officer, with a copy of the employer's letter attached.
4. Your J-1 Responsible Officer must evaluate the "Academic Training" program and decide whether it is warranted and appropriate. If it is, your advisor will
 1. Write a letter of approval for your file
 2. Authorize "post-doctoral training" in SEVIS:
 1. extending your DS-2019 if necessary
 2. entering your academic training salary as your funding source
 3. Noting the dates of your Academic Training in the mandatory remarks box ["Academic Training: mm/dd/yyyy – mm/dd/yyyy (see attached)"]
 3. And issue you a new Form DS-2019.

A Social Security Number: Your employer will need your Social Security number in order to put you on the payroll. To obtain a Social Security card take your passport, I-94, Form DS-2019, a letter from your employer and the CIE social Security sponsorship letter to an office of the Social Security Administration. Your Social Security card may be stamped "Not Valid for Employment." That stamp **will not** make you ineligible to work; it means only that no funds will ever go 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 Form I-9, which documents your identity and work authorization. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport, I-94 card, Form DS-2019, and your J-1 Responsible Officer'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 that you receive a renewal of your permission for "Academic Training."

Taxes:

Social Security taxes: 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 Service Publication 519, "U.S. 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. (A tax accountant assists students each year through CIE. Check with us in March to make an appointment.)

A 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. **Before you start any kind of employment, you must obtain written authorization from Your J-1 Responsible Officer.**