



GLOBAL INITIATIVES

International Student Services

J-1 Academic Training Packet

Academic Training is the name used by the Department of State's Bureau of Educational and Cultural Affairs J-1 Exchange program for certain types of study-related employment. Academic Training is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States.

Purpose of this packet:

This handout will tell you the conditions that you have to meet in order to qualify for Academic Training and how to apply. It is designed for J-1 students with DS-2019s issued by the University of Arizona. If your DS-2019 was issued by a third party (not the University of Arizona) you will need to consult with your program sponsor about Academic training.

How long can a student work on Academic Training?

The period of Academic Training may not exceed the period of full course of study or 18 months, whichever is shorter. This includes all academic training, whether before or after completion of studies.

Your employment may be authorized for "the length of time necessary to complete the goals and objectives of training, provided the amount of time... is approved by [both] the academic dean or advisor and... the responsible officer", per the regulations. **Exception:** Post-doctoral training after completion of a U.S. Doctorate degree has an overall limit of 36 months. It is granted in periods of 18 months or less.

Earning more than one degree does not increase the amount of time allotted for Academic Training.

Students in non-degree seeking programs must consult with an International Student Advisor at ISS to determine eligibility for Academic Training.

Academic Training Prior to Program Completion:

J-1 Students may be authorized to engage in Academic Training prior to their program completion date. This means that during the regular school term, a J-1 student meeting the eligibility requirements could participate in either paid or unpaid training opportunities with a specific employer.

The student would still need to maintain full time enrollment during the fall and spring semesters.

Any period of academic training used will be subtracted from the overall allotment of 18 months. Part time academic training is counted as full time.

Academic Training Post Program Completion:

Academic Training following completion of your program of study must involve paid employment. Some exceptions apply- see your International Student Advisor for more information.

You must obtain a written offer of appropriate employment on or before the ending date of your program (usually your graduation date or the ending date on your DS-2019, whichever comes first), or you will lose eligibility for Academic Training after completion. If you do not have a job offer in the semester prior to your graduation, talk to your ISS advisor before the end of your program.

Eligibility:

1. Your primary purpose in the United States must be to study rather than Academic Training.
2. You must be in good academic standing at the University of Arizona.
3. The proposed employment must be directly related to your major field of study.
4. Regulations require that you maintain health insurance coverage for yourself and all J-2 dependents throughout your program, including Academic Training. Your health insurance plan should meet the minimum requirements set forth in the regulations (22 CFR 64.14).

Application Process:

- Obtain a letter from your prospective employer that includes your job title, a brief description of role and responsibilities of your employment, the dates and physical address of the employment, the number of hours worked per week, and the name, email address, and phone number of your training supervisor. Refer to the Sample Employer Letter. Make sure that your employer letter includes all of these details or your request cannot be processed.
- Obtain the faculty advisor or dean's recommendation letter. Refer to the Academic Advisor's Recommendation for J-1 Academic Training.
- Provide proof of insurance and coverage details. Highlight the parts in the summary of benefits that meet the minimum requirements as explained in the regulations.
- Submit all completed documents with your original form DS-2019 to ISS. An ISS advisor will review your application and if eligible they will issue you an Academic Training authorization letter and a new DS-2019 annotated with Academic Training

Processing time is fifteen (15) business days. If the application is incomplete or additional information is required the student will be notified by ISS however this may delay the processing of your request.

Authorization to work:

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.

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, DS-2019, and the written work authorization your International Student Advisor prepared for you to the office of the Social Security Administration. Your Social Security card may be stamped "*Valid for Work Only with DHS Authorization*".

Form I-9, Employment Eligibility Verification: When you begin to work, you and your employer must complete Form I-9, which requires you to document 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, your DS-2019, and your written work authorization your International Student Advisor prepared for you. The Form I-9 must be updated any time you receive a renewal of your permission for Academic Training.

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 Service Publication 519, "U. S. Tax Guide for Aliens").

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

ACADEMIC ADVISOR'S RECOMMENDATION FOR J-1 ACADEMIC TRAINING

Must be printed on letterhead

This letter is to recommend the following student for participation in Academic Training.

Name of Student: _____, a J-1 student at the University of Arizona would like to engage in the Academic Training program discussed below.

Name of employer: _____

Physical address of place of employment: _____
Street Address, City, State, Zip Code

Job Title: _____

Name of Direct Supervisor: _____

Supervisor's Email: _____

Number of hours per week: _____ Dates of the training: From _____ to _____

Goals and objectives of the specific training program:

How does the training relate to the student's major field of study?

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

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. I authorize that the training experience is directly related to the student's field of study.

Academic Advisor's Signature: _____ Date: _____

Academic Advisor's Printed Name: _____

Academic Advisor's Email: _____

SAMPLE EMPLOYER LETTER FOR J-1 ACADEMIC TRAINING

***Please note that this letter must be printed on letterhead from your prospective employer and include the following items as in the sample below. Missing information will result in delayed processing of the Academic Training request.**

Date: _____

To Whom It May Concern:

I hereby verify that (full name of employee) has been offered a position at (name of company/organization) under the following terms:

Academic Training Start Date_____ End Date_____ Number of hours to work per week_____

Name of Company/ Organization_____

Physical Address_____

Job Title_____ Salary_____

Role and responsibilities of the position: _____

Name of Supervisor: _____

Supervisor Email: _____

Supervisor Phone: _____

(Signature of Supervisor or Human Resources Representative)

Date