

ACADEMIC TRAINING FOR STUDENTS IN J-1 STATUS

[Please note that this handout is intended for J-1 students. If you are a J-1 student but your DS-2019 is issued by an agency or institution other than Union, you must contact your program sponsor to gain authorization for academic training.]

I. What is Academic Training?

Academic training is a type of employment directly related to your major area of study that is authorized by your J-1 program sponsor who issues your DS-2019 form. It is designed for students to apply knowledge and skills learned at school.

II. Who May Engage in Academic Training?

All J-1 students in degree or non-degree programs may apply for academic training either during the course of study or after completion of studies. Students may work part-time while school is in session and full-time during the summer and winter breaks.

III. Approval from your J-1 Responsible Officer

To qualify for “academic training,” you first must obtain approval in writing from the International Advising Office.

IV. Eligibility

1. You must be in good academic standing at the school named on your DS-2019.
2. The proposed employment must be directly related to your major field of study.
3. Throughout your “academic training” 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 academic training.

V. Duration of Academic Training

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 your academic adviser and the International Advising office. It may not exceed the amount of time it took for you to complete your full course of study.
2. Part-time employment for “academic training” counts against the 18 or 36 month limit the same as full-time employment.
3. You may have only one opportunity for academic training regardless how many degrees you receive.
4. Academic training before completion of studies will be deducted from the total 18 or 36 months.

VI. How to Apply

1. You must apply for academic training **before the ending date on your DS-2019**
2. **A job offer letter** from your prospective employer on company letterhead that includes: 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, salary, and the name and address of your “training supervisor” (the quotations come from the regulations). Make sure the address of your “training supervisor” (the quotations come from the regulations). Make sure that your employer’s letter includes all of these details. (See the sample letter, attached.)
3. **Login to Terra Dotta’s Academic Training link or button and complete your Academic training application and upload your job offer letter.**
4. **Make an Appointment with The International Advising Office.** Your International advisor will write you a letter authorizing the academic training. Your International Advisor will also issue you a new DS-2019 form showing your new program end date for your academic training.

VII. 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 Departure Record card, your DS-2019 form, and a letter from the International Advising Office to an office of the Social Security Administration

Form I-9, Employment Eligibility Verification. When you begin work, you and your employer must complete Form I-9, which requires you to document your identity and work authorization according to 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 Departure Record card, the DS-2019 form, 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”.

VIII. 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 United States and your home government, your earnings as a J-1 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 of each year 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.

IX. Never Work without PRIOR Authorization

As a J-1 student, you may be eligible for employment 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 your J-1 Responsible officer, whose written approval is necessary in advance.