ACADEMIC TRAINING FOR J-1 STUDENTS

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 (Certificate of Eligibility for Exchange Visitor (J-1) Status form). It is designated for students to apply knowledge and skills learned at school.

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.

Approval From Your Home University

For exchange students, your home university has to send an e-mail or letter to your advisor at the Center for International Education (CIE) giving you permission to engage in academic training.

If your J-1 sponsor is another agency, and if you are uncertain how to reach your J-1 Responsible Officer, the staff at the CIE can help you find out, but they cannot grant employment permission.

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 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, in J-1 student status, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your "Academic Training."

Two Year Home Residence Requirement, INA 212(e)

If you are subject to the Two Year Home Residence Requirement, INA 212(e), you are still eligible for Academic Training. You are not eligible for an immigrant visa, permanent residence, or employment in H or L status until you have fulfilled this requirement.
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 it is approved by (both) the academic dean or advisor and the CIE advisor. It may not exceed the amount of time it took for you to complete your full course of study, or 18 months, whichever is shorter. For undergraduate and pre-doctoral training, a student can engage in up to 18 months or the period of the full course of study, whichever is less. For Ph.D. or post-doctoral training, there is a 36-month maximum inclusive of all prior academic training done at that or lower levels 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 of how many degrees you receive.

AFTER The Completion of Your Program of Study

1. “Academic Training” must be reduced by any prior periods of “Academic Training.”

2. “Academic Training” may be paid or unpaid.

3. “Academic Training” may commence no later than 30 days following the completion of your studies.

4. If you plan to leave the United States after you complete your program of study and re-enter the country for J-1 “Academic Training” you must obtain employment authorization before you leave. Consult your advisor at the CIE for advice.

5. You must obtain a written offer of appropriate employment and present a copy to your advisor at the CIE on or before the ending date on your DS-2019 or your will lose eligibility for “Academic Training” after completion.

How to Apply

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 employment
   - the dates (beginning and ending)
   - location of the employment
   - the number of hours per week
   - name and address of your “training supervisor”
   - salary to be paid, if any, must be included to insure that personal living expense obligations can be met. (Proof of funding $1,500/month must be presented to cover living expenses before a new DS-2019 can be issued.)
   - indicate if student will receive health insurance benefits during the entire period of training

Make sure that your employer’s letter includes all of these details and is on company letterhead.
2. Give a copy of your employer’s letter to your NAU academic advisor or dean for use in writing to your advisor at the CIE recommending the “Academic Training.”

Your NAU academic advisor’s letter must be on department letterhead and must set contain:

- the goals and objectives of the specific training program
- a description of the training program, including its location, the name and address of training supervisor, number of hours per week, and the dates of the training
- how the training relates to the student’s major field of study
- why it is an integral or critical part of the academic program of the exchange visitor student

3. Your academic advisor must also approve your “Academic Training” for the length of time necessary to complete the goals and objectives of the training.

4. When your academic advisor’s recommendation is ready, you should deliver it to your advisor at the CIE, with a copy of the employer’s letter attached.

5. Your international student advisor at the CIE will evaluate the “Academic Training” program and decide whether it is warranted and appropriate. If so, s/he will authorize Academic Training on the DS-2019 and write a letter of work authorization approval.

Work Authorization

1. 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. Additional information on how to obtain a Social Security Number
   [http://international.nau.edu/student_scholar_services/j1_employment.html](http://international.nau.edu/student_scholar_services/j1_employment.html)

2. 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, your DS2019, and your international student advisor’s letter of work authorization approval. Your employer 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.”
Social Security and Other Taxes

1. **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”).

2. **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. 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.

**Working 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 advisor at the CIE, whose written approval is necessary in advance.
ACADEMIC ADVISOR FORM FOR ACADEMIC TRAINING
(J-1 Students Only)

This form provides the information required to grant work authorization to a J-1 international student. The student’s academic advisor should complete this entire form and sign where indicated.

Student’s Name/NAU ID#: _____________________________________________

Student’s Major: ____________________________________________________

Program Completion Date: ___________________________________________

Is the student in good academic standing? □ Yes □ No (Please explain on reverse)

Description of the academic training: ___________________________________

Employer: _________________________________________________________

Location: _________________________________________________________

Job Title: _________________________________________________________

Number of Hours per week: ______

Dates of Academic Training: From ___________________ to __________________

How does the training relate to the student’s field of study?
_____________________________________________________________________

As the student’s academic advisor or dean, I certify that the above employment is related to the student’s field of study. I recommend that you authorize this student’s proposed J-1 “academic training.”

Date: ______________________________

Name of Academic Advisor or Dean: _________________________________

Signature of Academic Advisor or Dean: _______________________________

E-mail: _________________________________ Phone: ______________________________
SAMPLE EMPLOYER’S LETTER FOR ACADEMIC TRAINING

The information below must be typed or written on official employer’s letterhead and must contain the employer’s original signature.

Name of Student: ___________________________________________

Job Title: _________________________________________________

Job Description/Responsibilities: _______________________________

_________________________________________________________________

Address where student will be working: ___________________________

_________________________________________________________________

Beginning Date*: ________________________________

*If the Academic Training will occur after completion of your program of study, the work begin date must be within 30 days after the completion of your program.

Ending Date: ________________________________

Wages offered*: ________________________________

*If the Academic Training will occur after completion of your program of study, the position must be compensated.

Is health insurance provided? □ Yes □ No

Number of hours per week: ___________

Date: ________________________________

Supervisor’s Signature: ________________________________

Supervisor’s Name: ________________________________

Supervisor’s Title: ________________________________