



## **ACADEMIC TRAINING FOR J-1 STUDENTS**

J-1 students may be eligible for employment in the U.S., but employment without proper authorization is a serious violation of status. Before you start any kind of employment, first consult the International Affairs (IA) Office.

### **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 intended to supplement your academic program in the U.S. and for students to apply the knowledge and skills learned. All J-1 students in degree or non-degree seeking 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 must send an email or letter to IA 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 IA can help you find out, but they cannot grant employment permission.

### **Eligibility**

1. Your primary purpose in the United States is to study full time.
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 U.S. in J-1 student status, report your address to the IA Office upon any changes, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training. This health insurance must meet minimum requirements as listed [here](#).
6. 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**

Your employment may be authorized for the length of time necessary to complete the goals and objectives of the training, if it is approved by (both) the academic dean/advisor and the IA Office. 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.

Part-time employment for academic training counts against the 18 or 36-month limit, the same as full-time employment. 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. May be paid or unpaid (*if after completion of your program, the position must be compensated*).
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.
5. You must obtain a written offer of appropriate employment and present a copy to IA on or before the end date on your DS-2019 or you will lose eligibility for academic training after completion.

## How to Apply

1. **Obtain a letter of offer from your prospective employer that includes all the following information on company letterhead:** Job title, brief description of the goals and objectives of your employment, beginning and ending dates, location of employment, number of hours per week, name and address of your academic training supervisor, the salary to be paid, if any (must be included to ensure that personal living expense obligations can be met). **Proof of funding \$2,000/month plus \$8,000/dependent must be presented to cover living expenses before a new DS-2019 can be issued.**
2. **Get a recommendation letter from your Academic Advisor.** Provide them with a copy of your employer's letter to use in writing their support letter to the IA Office recommending your academic training. Your academic advisor's letter must be on department letterhead and must 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 your 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 complete the form in this packet and approve your academic training for the length of time necessary to complete the goals and objectives of the training.
4. **Email both letters and the completed form from your Academic Advisor** to [international@uccs.edu](mailto:international@uccs.edu). IA will evaluate the academic training program and decide whether it is warranted and appropriate. IA will also review your financial and health insurance documentation. If approved, IA will authorize academic training on your DS-2019 and write a letter of work authorization approval if requested by your employer.

## Work Authorization and Tax Information

**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 is available at <https://www.ssa.gov/pubs/EN-05-10181.pdf>.

**Form I-9:** Employment Eligibility Verification: You and your employer must complete Form I-9, which requires you to document your identity and work authorization. That the most convenient combination of documents is your passport, I-94 Departure Record, DS-2019, and letter of employment authorization from IA. The Form I-9 must be updated any time that you receive a renewal of your permission for academic training.

**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 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<sup>th</sup> each year, 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.

## Changes to your Employment or Ending your Employment Early

It is your responsibility to report any possible changes to your employment before they take effect. For example, if the location of your employment changes, you must report it to the IA Office and have it approved (prior to it taking effect) and submit a new employer letter with updated information. You cannot work for any employer other than authorized through your academic training. If your employment ends earlier than expected, you must also report that IA.

## Reporting your Address and Other Information

You must keep your UCCS email address active and use it to report your address (within 10 days of any change) directly to [international@uccs.edu](mailto:international@uccs.edu). Questions or concerns about your status, grace period, etc., can also be directed to this email address.



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## ACADEMIC ADVISOR FORM FOR ACADEMIC TRAINING

**To be completed and signed by your Academic Advisor. They must review your employment/internship offer, fill out this form and provide a letter of recommendation for your academic training.**

Student's Name: \_\_\_\_\_

Student's Major: \_\_\_\_\_

UCCS ID Number: \_\_\_\_\_ Program Completion (month/year): \_\_\_\_\_

Is the student in good academic standing?  Yes  No

Description of the academic training: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address (where student will work, not a PO box): \_\_\_\_\_

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/Dean, I certify that the above employment is related to the student's field of study. I recommend they be authorized for J-1 academic training.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE EMPLOYER’S LETTER FOR ACADEMIC TRAINING**

**Note – this is NOT a form. The information below must be typed or written on an 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 (no PO boxes): \_\_\_\_\_

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: \_\_\_\_\_

Last updated: 7/22/24

**International Affairs**

Copper House 9202 • 1420 Austin Bluffs Pkwy • Colorado Springs, CO 80918  
t 719-255-5018 • Email: international@uccs.edu • Website: uccs.edu/international