



## **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 International Affairs office 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 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, 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 at <http://www.colorado.edu/oie/j-1-overview/j-1-insurance-requirement>.

### **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 IA 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 IA for advice.
5. You must obtain a written offer of appropriate employment and present a copy to your advisor at the IA on or before the ending 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 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 ensure that personal living expense obligations can be met. (***Proof of funding \$1,960/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 UCCS academic advisor or dean for use in writing to your advisor at the IA recommending the "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 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 IA, with a copy of the employer's letter attached.

5. Your international student advisor at the IA will evaluate the "Academic Training" program and decide whether it is warranted and appropriate. They will also review your financial and health insurance documentation. If approved, s/he will authorize Academic Training on the DS-2019 (and

extend the DS-2019) and write a letter of work authorization approval if requested by your employer.

## **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 is available at <https://www.ssa.gov/pubs/EN-05-10181.pdf>.
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, your DS2019, and letter of employment authorization from your IA advisor. 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 IA office, whose written approval is necessary in advance.

## **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. If the location of your employment changes, for example, you must report it to your IA advisor and have it approved prior to it taking effect and submit a new employer letter with the new information. You cannot work for any employer other than authorized through your Academic Training authorization. If your employment ends earlier than expected, you must also report that to your IA advisor, who will enter that new information into SEVIS.

## **Reporting your Address and Other Information**

Please 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, your grace period, etc., can also be directed to this email address.

# ACADEMIC ADVISOR FORM FOR ACADEMIC TRAINING

(J-1 Students Only) Use this to have your academic advisor review your employment/internship offer and submit to IA along with other requirements as part of your application.

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 and UCCS ID#:

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Student's Major:

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Program Completion Date:

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

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

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

Location (complete physical address, no PO boxes:

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Job Title:

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Number of Hours per week: \_\_\_\_\_

Dates of Academic Training: From \_\_\_\_\_ to \_\_\_\_\_

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

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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

Note – this is NOT a form. 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 (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: \_\_\_\_\_