



## **J-1 Student: Academic Training**

June 2009

Academic training is flexible in its format and offers a variety of employment situations to supplement your academic program in the U.S. It is available before completion of your program of study as well as afterwards. As long as you stay within the stipulated time limits, it lets you work part-time while classes are in session and full-time during vacation periods; and, under certain circumstances, you may interrupt study to work full-time, for example while you are writing a thesis.

**J-1 students in non-degree programs *are* also eligible for academic training.**

### **Conditions:**

1. Your primary purpose in the U.S. must be study rather than academic training (recommend part time employment only ( $\leq 20$ hr/wk) and should be enrolled full time).
2. You must be in good academic standing.
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, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

### **Limitations:**

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 dean or advisor and the International Student Advisor from the Center for Global Education. *Your employment may not exceed your period of full course of study or 18 months whichever is **shorter**.*
2. Part-time employment for academic training counts against the 18 or 36-month limit the same as full time employment.
3. Earning more than one degree does not increase the amount of time for academic training.

### **After Completion of Your Program of Study:**

1. Academic training approved after completion of your program of study must be reduced by any prior periods of academic training.
2. Academic training following completion of your program of study *must involve paid employment*, unless you can verify adequate financial support during the terms of academic training.
3. You *must obtain a written offer of appropriate employment and present a copy to an adviser in the Center for Global Education no later than 30 days before the end of your program* even if the other items in the application are not ready yet, or you will lose eligibility for academic training after completion of studies.
4. If you plan to leave the U.S. after you complete your program of study and reenter the country for J-1 academic training, you must obtain employment authorization before you leave. Otherwise you may have difficulty re-entering the U.S.

## Application Procedure:

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 **training program** (your employment)
  - ✓ Dates and location of the employment
  - ✓ Number of hours per week you will work
  - ✓ Name and address of your **training supervisor**.**Make sure that your employer's letter of offer includes all of these details.**
2. Give a copy of your employer's letter to your academic advisor or dean for use in completing the attached Academic Adviser/Dean Recommendation form.
3. Make an appointment and bring the letter of offer and recommendation from your academic adviser or dean to the Center for Global Education and have an adviser review the material.
4. Upon approval, the adviser will issue a letter of employment authorization.

## Authorization to Work:

1. **You will need a Social Security Number.** Your employer will need a Social Security number from you in order to put you on the payroll. You can obtain a Social Security number by applying for a Social Security card in person with the Social Security Administration.
2. **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 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, Form I-94, Form DS-2019, and the Center for Global Education 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.

## Social Security and Other Taxes:

1. **Social Security Taxes.** In general, as a J-1 student you will be exempt from Social Security (FICA) taxes for your first five years in the U.S., as long as you continue to declare non-resident status for tax purposes.
2. **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 and employers are required by law to withhold those taxes from your paychecks.



**Form to be Completed by the Employer  
For J-1 Student Academic Training Application**

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**Note to Employer:** Please fill out this form or submit a letter of offer on company letterhead containing all the information requested below. This student may not begin working until they have received written authorization from the Office of International Education and Programs to participate in Academic Training.

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Student Name: \_\_\_\_\_  
Family Name First Name

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date\*: \_\_\_\_\_

Full Time\*\* (during winter, spring or summer breaks) or  Part Time (during academic year)

Number of work hours per week: \_\_\_\_\_

Paid or  Unpaid

Pay Rate/Salary: \_\_\_\_\_

**Note:** \*Length of employment may not exceed amount of time spent in study or 18 months, whichever is less.

\*\*Students must maintain full-time enrollment for fall and spring semesters.

➤ **Please attach a complete position description.**

\_\_\_\_\_  
Name of Employer Signature Date

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

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**Please return this completed form and attached position description to the student for submission to the Center for Global Education for processing.**



**Form to be Completed by the Academic Dean or Advisor  
For J-1 Student Academic Training Application**

The following information is required before Academic Training will be approved by the Center for Global Education according to 22 CFR 62.23(f)(2). You can recommend Academic Training by completing this form or submitting a department letter that includes all information requested below.

Student Name: \_\_\_\_\_  
Family Name First Name

Expected program completion date: \_\_\_\_\_

Please indicate the level of progress this student is making toward his/her educational objective:

Describe how the Academic Training relates to the student's major field of study and why it is an integral or critical part of the academic program. Please include specific goals and objectives. If available, attach program description.

Employment Start Date: \_\_\_\_\_ Employment End Date\*: \_\_\_\_\_

Full Time\*\* (during winter, spring or summer breaks) or  Part Time (during academic year)

Number of work hours per week: \_\_\_\_\_

Paid or  Unpaid

Pay Rate/Salary: \_\_\_\_\_

**Note:** \*Length of employment may not exceed amount of time spent in study or 18 months, whichever is less.  
\*\*Students must maintain full-time enrollment for fall and spring semesters.

\_\_\_\_\_  
Name of Dean or Academic Advisor Signature Date

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Campus Address: \_\_\_\_\_

**Please return this completed form to the student for submission to  
the Center for Global Education for processing.**



## Application for J-1 Student Academic Training

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

Family Name

First Name

Student ID #: \_\_\_\_\_ Gender:  Male or  Female

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Visa Type: \_\_\_\_\_ (as indicated on current I-94 card) SEVIS Student #: \_\_\_\_\_

Passport Expiration Date (if is within 6 months of expiration, renew immediately): \_\_\_\_\_

Major(s): \_\_\_\_\_

Degree Level: \_\_\_\_\_ Are you an exchange student?  No or  Yes

Date when your current DS-2019 expires: \_\_\_\_\_

I  will or  will not need to extend DS-2019. If extension of DS-2019 is needed, do so **before** the current one expires.

Academic Training start date: \_\_\_\_\_ Academic Training end date: \_\_\_\_\_

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### Attach the following documentation to this application:

- Current DS-2019
- A copy of your passport identity and expiry page which show expiration into the future.
- Completed Academic Dean or Advisor Form (attached)
- Completed Employer Form (attached) or employer's letter of offer that covers the same.
- Financial Support Documentation. Salary information, as listed on the Employer form or offer letter, is sufficient. For unpaid Academic Training, alternate funding such as a letter from a financial sponsor or submit certification of availability of personal funds.

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### Meet with the OIEP advisor when submitting the application for Academic Training.

Date Reviewed: \_\_\_\_\_ Name of Center of Education Advisor: \_\_\_\_\_

Your application will be reviewed for eligibility and if approved and as appropriate, an Academic Training work permission letter will be written for you. A copy of this letter needs to be submitted by you to your employer to verify work eligibility in the U.S.

- The Center of Global Education can only grant Academic Training to J-1 students who are sponsored by UW-Whitewater Exchange Visitor Program No. P-1-02465.
- If you have a financial sponsor other than UWW (such as your home government), you should consult with them prior to applying for Academic Training and **submit a letter to the Center for Global Education stating it is allowable**. The agreement you have with your financial sponsor may not allow participation in Academic Training.

Application:  Approved or  Disapproved

Signature of International Advisor: \_\_\_\_\_ Date: \_\_\_\_\_