

J-1 EXCHANGE VISITOR ACADEMIC TRAINING GUIDELINES FOR IDAHO STATE UNIVERSITY

Purpose

These guidelines are designed for J-1 students to explain “Academic Training,” the name now used by the Department of State (DOS) for certain types of study-related employment. It will tell you the conditions that you have to meet in order to qualify for “Academic Training,” and how to apply.

“Academic Training” is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study (that is, concurrent with your studies) 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.

For advice and for further information, consult your ISU Responsible Officer.

Your J-1 Responsible Officer

To qualify for “Academic Training,” you must first obtain approval in writing from your J-1 Responsible Officer, who represents your J-1 sponsor and issues your Form DS-2019 (the sheet you used to obtain your visa). He or she must evaluate the proposed employment in terms of your program of study and your individual circumstances, and then decide whether it would be appropriate or not. As an ISU student, your Responsible Officer is Ms. Michelle Lewis.

Conditions

Eligibility

1. Your primary purpose in the United States must be study rather than “Academic Training.”
2. You must be in good academic standing at the school named on your Form DS-2019.
3. The proposed employment must be directly related to your major field of study in the U.S.
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, as required by DOS and IDAHO STATE UNIVERSITY regulations.

Limitations – General

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] the academic dean or advisor and the responsible officer,” to quote the regulations.

If your exchange was.... You are eligible for... exchange of one semester or less maximum of four (4) months of Academic Training exchange of full year maximum of nine (9) months of Academic Training. If you earned a post-graduate degree from ISU, you are eligible for Academic Training for a period not to exceed the period of time at ISU or 18 months, whichever is shorter.

2. Part-time employment for “Academic Training” counts against the 18- month limit. It is counted the same as fulltime employment.

After completion of your program of study

1. “Academic Training” approved after completion of your program must be reduced by any prior periods of “Academic Training.”
2. You apply and are approved for Academic Training and your extension is processed prior to completion of your academic program at your host institution.
3. The position begins within 30 days of the final day of the semester in which your ISU program ends.
4. “Academic Training” following completion of your program must either involve paid employment **or you must provide proof of sufficient funds to support yourself during the training period.** ISU considers sufficient funds to be at least \$600/month.
5. 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. Otherwise you will not be able to re-enter. Consult your J-1 Responsible Officer for advice.

The Application Deadlines

Full-year and spring semester students April 15

Fall semester students December 1

1. Obtain an **offer letter from your prospective employer** that includes your job title, a brief description of the “goals and objectives” of your “Training Program” (your employment), the dates and location of the employment, the salary, the number of hours per week, and the name and address of your “training supervisor” (the quotations come from the regulations). Make sure that your employer’s letter includes all of these details, as they are required by the DOS regulations.
2. Give a copy of your employer’s letter to your academic advisor or dean for use in writing to your J-1 Responsible Officer recommending the “Academic Training.” According to the text of the regulations, **your advisor’s letter** must set forth:
 - A. The goals and objectives of the specific training program;
 - B. A description of the training program, including its location, the names and address of the training supervisor, number of hours per week, and dates of the training;
 - C. How the training relates to the student’s major field of study; and
 - D. Why it is an INTEGRAL or critical part of the academic program of the exchange visitor student.
 - E. You advisor must also approve your “Academic Training” for the length of time necessary to complete the goals and objectives of the training.
3. When your academic advisor’s recommendation is ready, you should submit it with the offer letter and a completed **Request for J-1 Academic Training Authorization form** to your host coordinator, to be sent to your J-1 Responsible Officer, with a copy of the employer’s letter attached.
4. Your J-1 Responsible Officer must evaluate the “Academic Training” program and decide whether it is warranted and appropriate. If so, he or she will write you a letter of approval.

Authorization to Work

A 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, the pink copy of your Form DS-2019, and your J-1 Responsible Officer's written work authorization to an office of the Social Security Administration. Your Social Security card may be stamped "Not Valid for Employment." That stamp will not make you ineligible to work; it means only that no funds will ever go into the Social Security account represented by that number.

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, your I-94 Departure Record card, the pink copy of Form DS-2019, 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.

Social Security and Other Taxes

Social Security taxes. In general, as a J-1 student you will be exempt from Social Security (F.I.C.A.), as long as you 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, and employers are required by law to withhold those taxes from your paycheck. By April 15 of the year following the one which you worked, you must file a federal income tax return.

A Note of Caution

As a J-1 student you are eligible for a variety of work 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.

REQUEST FOR J-1 ACADEMIC TRAINING AUTHORIZATION

To be Completed by the Student

Family Name: _____ First Name: _____

Home Institution: _____

Date: _____

Signature: _____

A. I have already participated in J-1 Academic Training as indicated:
From (month, day, year) To (month, day, year) Total Time

B. Dates now requested for Academic Training:
From (month, day, year) To (month, day, year) Total Time

Mailing address during Academic Training:

Please include the following with this request form:

1. Attached form from academic advisor supporting your request.
2. Offer letter from your employer.
3. A copy of your Form DS-2019 and your Form I-94 arrival/departure record.
4. Proof of additional health insurance coverage for the duration of your Academic Training.

Please note: Application deadlines are **December 1** for **fall** semester students, and **April 15** for **spring** semester and **full-year** students. Incomplete applications or applications received after the deadline will not be considered. It is advisable to apply as early as possible so that your sponsorship status may be maintained without interruption.

STATEMENT FROM ACADEMIC ADVISOR FOR J-1 ACADEMIC TRAINING

Note to the Academic Advisor from the International Student Exchange Program: All of the following information from the Academic Advisor is now required by the Bureau of Educational and Cultural Affairs of the U.S. State Department (the federal agency that oversees the J-1 Exchange Visitor Program), in order for us to grant academic training to a J-1 student. Thank you in advance for your time and cooperation in assisting this student to receive further training in his/her field of study.

To: Responsible Officer for ISU J-1 Program
Campus Box 8123
Pocatello, ID 83209-9123
lewimich@isu.edu

Mr./Ms. _____, a J-1 student at Idaho State University specializing in _____, wants to engage in the "Academic Training" program discussed below (area of study). This student is expected to complete his or her studies on _____.
(month/day/year)

1. Describe the training program.

Location _____ Job title _____

Name and address of the training supervisor :

Number of hours per week _____ Dates of the training: From _____ to _____

2. State goals and objectives of the specific training program.

3. How does the training relate to the student's major field of study?

4. Why is the training an integral or critical part of the academic program of the exchange visitor student?

As the student's Academic Advisor or Dean, I have set forth the nature and details of the "Academic Training" program. I approve the amount of time requested as necessary to complete the goals and objectives of the training. With this letter I recommend that you authorize this student to participate in the "Academic Training" program I have described.
Sincerely,

Signature of the Academic Advisor or Dean

Date

Name, Title and Department (please print or type) Telephone Number

SAMPLE EMPLOYER'S LETTER FOR J-1 ACADEMIC TRAINING

OCEAN BLUE, INC.
1492 Santa Maria Drive
Atlantic City, NJ 07777
201-555-1212

April 1, 1994

Mr. Christopher Columbus
10 Water Street
Death Valley, CA 92655

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you employment as a Small Craft Pilot for 18 months starting June 1, 1994, at a salary of \$1500. per month. This employment will serve as "academic training" following your one year (or semester) program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers. The location of your training program will be the company boatyard in Atlantic City, and the waters off the city beaches.

Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead. You will be expected to work 40 hours each week.

On behalf of the company, I welcome you to Ocean Blue.

Sincerely,
Nina Pinta
Director of Personnel
(Source for sample: NAFSA: Association of International Educators, Washington, DC)