



INTERNATIONAL SERVICES OFFICE
UNIVERSITY OF ROCHESTER
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ACADEMIC TRAINING FOR STUDENTS IN J-1 STATUS

Academic Training is work, training, or experience related to a student's field of study. Appropriate activities vary over disciplines. It is available before completion of your program of study as well as afterwards. You may work full-time or part-time, depending on the recommendation of your academic advisor. Students in degree programs are allowed up to 18 months of Academic Training. Post-doctoral students may be eligible for up to 36 months. J-1 students in non-degree programs are also eligible for Academic Training, equivalent to the length of their course of studies up to 18 months.

Before beginning employment, you must obtain approval in writing from your J-1 sponsor who is a Responsible Officer in the ISO, or from the agency that issued your DS-2019.

Eligibility:

1. Your primary purpose in the U.S. must be study rather than Academic Training.
2. You must be in good academic standing.
3. The employment must be directly related to your major field of study.
4. You must keep your DS-2019 valid and apply for extensions with your sponsor as needed.
5. You must maintain health insurance coverage of yourself and any J-2 dependents throughout your Academic Training.
6. Academic Training must be done with a specific employer and training site. A specific description of the training opportunity is required.

Limitations (general):

1. Part-time employment for Academic Training counts against the 18 or 36-month limit at the same rate as full-time employment.
2. Earning more than one degree does not increase your eligibility for Academic Training.
3. Students must begin post-completion Academic Training not more than 30 days after the completion of studies and apply for an extension of the DS-2019 if needed.

After completion of your program of study:

1. You must obtain a written offer of appropriate employment and present a copy to your J-1 Responsible Officer no later than the end of your program, or you will lose eligibility for Academic Training after completion.
2. Academic Training following completion of your program of study must involve paid employment unless you have adequate funding to cover expenses during the period of employment.
3. Academic Training approved after completion of your program must be reduced by any prior periods of Academic Training.
4. If you plan to leave the U.S. after you complete your program of study and re-enter the country for Academic Training, you must obtain employment authorization before you leave.
5. Consult with an advisor in the ISO regarding travel advisories, especially if you will need to renew your student visa while on academic training. Students who are unable to prove non-immigrant intent to consular officials may be denied a renewal of their J-1 visa.

To apply:

1. Obtain an employer's (offer) letter which includes all of the following:
 - a. Job title
 - b. Brief description of the goals and objectives of your training program
 - c. Start and end dates
 - d. Location of employment
 - e. Number of hours per week
 - f. Name and address of training supervisor
 - g. Salary (if paid employment)
2. Obtain academic advisor's recommendation (using attached "Departmental Recommendation For J-1 Academic Training" form) which includes the following:
 - a. Goals and objectives of the specific training program
 - b. A description of the training program, including its location, name and address of training supervisor, number of hours per week, and dates of the training
 - c. How the training relates to the student's field of study
 - d. Why it is an integral part of the student's academic program
 - e. Approval signature of the Academic Dean
3. Present employer's letter and advisor's recommendation form to the ISO
4. Present salary information or funding to cover expenses during Academic Training
5. Your J-1 Responsible Officer must evaluate the Academic Training and decide whether it is warranted and appropriate. If so, a letter of approval will be issued along with a new DS-2019 extending your stay up to 18 months.

Reporting obligations

While you are on Academic Training, you are still considered to be a J-1 student under the University of Rochester's sponsorship. Because of this, you must notify the ISO immediately with any changes in your address, any changes in your J-2 dependents' statuses, and if you intend to terminate your Academic Training early. The ISO is responsible for reporting any such changes to SEVIS.

If you change employers

You may change employers but you must reapply to the ISO with a new employer's letter and advisor's recommendation from before beginning the new employment.

Authorization to work

You will need a U.S. Social Security Number (the ISO has application forms) to be employed in the U.S. You will also need to complete Form I-9, Employment Eligibility Verification. For this form, you must provide your passport, I-94 card, SEVIS DS-2019, and the work authorization letter from your J-1 Responsible Officer.

Social Security and other taxes

In general, as a J-1 student you are exempt from Social Security (FICA) taxes during your first 5 years in the U.S., 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").

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 state, federal, and local taxes. Employers are required by law to withhold these taxes from your paychecks. By April 15th 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.

A note of caution:

As a J-1 student, you are eligible for a variety of work opportunities in the U.S., 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 with your J-1 Responsible Officer, whose written approval is necessary in advance.



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DEPARTMENTAL RECOMMENDATION FOR J-1 ACADEMIC TRAINING

This form serves as a recommendation for a J-1 student to engage in Academic Training.

TO BE COMPLETED BY THE STUDENT:

_____		_____
Student Name (Last, First)		Date of Birth (mm/dd/yyyy)
_____	_____	_____
Student ID Number	Email address	Major/Field of Study

TO BE COMPLETED BY THE DEPARTMENT:

_____	_____	Is the student in good academic standing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Degree Level	Expected Date of Completion	
<i>Description of Training Program:</i>		
_____	_____	_____
Location	Job Title	Name of Training Supervisor
_____	_____	_____
Start Date	End date	Hours per week
1. Goals and objectives of the training program		

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

3. How is the training an integral or critical part of the academic program?		

_____	_____	_____
Signature of Academic Advisor		Date
_____	_____	_____
Academic Advisor Name (print)		Phone Number

APPROVAL OF ACADEMIC DEAN:

_____	_____
Signature	Date
_____	_____
Name (print)	Phone Number

APPROVAL OF RESPONSIBLE OFFICER IN ISO

I have reviewed this recommendation and determined that the Academic Training being requested is warranted. The criteria and time limitations set forth in 22CFR 514.23(f)(3) and (4) are satisfied. In order to ensure the quality of the Academic Training program, I hereby certify that the effectiveness and appropriateness of the Academic Training in achieving the stated goals and objectives is satisfactory.

_____	_____
Name and Title of J-1 Responsible Officer/Alternate Responsible Officer	Date