



ACADEMIC TRAINING FOR J-1 STUDENTS

Updated April 10, 2008

The purpose of Academic Training is to allow J-1 students to accept employment opportunities that are an integral part of their academic programs. Academic training may include, but is not limited to, internships, practicums, and cooperative education.

ELIGIBILITY

1. Your primary purpose in the United States must be to study rather than to engage in Academic Training.
2. You must be in good academic standing at the school named on your current DS-2019.
3. Academic Training must be directly related to your major field of study in the U.S. as listed on your current DS-2019.
4. Academic Training may be authorized during your program of study.
5. Academic Training may also be authorized after you complete your program of study. In this case, the Academic Training must be authorized prior to the date on which you complete your program of study and before your DS-2019 expires.
6. Throughout your Academic Training you must maintain permission to stay in the United States in J-1 student status, so you must apply for extensions of your academic training as necessary and appropriate.
7. You must maintain health insurance coverage as detailed by the U.S. Department of State on page 2 or your DS-2019.

TIME LIMITS

If your program was...	You are eligible for...
One semester or less	Maximum of four (4) months
One full academic year	Maximum of nine (9) months
Undergraduate Degree or Master's Degree or Professional Degree (but not a doctorate)	Maximum of eighteen (18) months, or the period of full course of study in the U.S., whichever is less.
Doctoral degree	Maximum of thirty-six (36) months, or the period of full course of study in the U.S., whichever is less.

1. You must receive written authorization for academic training prior to beginning employment.
2. Your authorized period of academic training will begin on the day after you complete your studies, whether or not you begin working on this day.
3. You must begin working no later than thirty (30) days after you complete your studies.
4. The total number of months of Academic Training may not exceed the total number of months of study, unless the Academic Training is required to fulfill degree requirements.
5. Academic Training done prior to the completion of your program of study will reduce the number of months of Academic Training available after you complete your program of study. For example: three months of Academic Training taken during the summer between two semesters will reduce your total amount of Academic Training by three months.
6. Academic Training done as part-time employment will reduce the number of months by the same amount as Academic Training done as full-time employment.

OTHER LIMITATIONS

1. 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.
2. 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 or you will not be able to work. Consult your J-1 Responsible Officer for advice.

ADDITIONAL PROCEDURE FOR GRADUATE STUDENTS WHO WISH TO WORK MORE THAN 20 HOURS PER WEEK ON-CAMPUS DURING THE FALL OR SPRING SEMESTER

The University of Iowa's Graduate College has its own internal rules that prohibit graduate students from working more than 20 hours/week on campus during the regular academic year. In some cases it may be possible to be granted special authorization if a student has completed all coursework and only research/dissertation work remains. To receive that special permission, follow these additional steps:

1. Receive Academic Training authorization from OISS
2. Meet with your academic adviser to request a recommendation letter or email, addressed to Dean Berkowitz, supporting your request to work more than 50%
3. Have the letter mailed or emailed to Dan Berkowitz, Associate Dean, Graduate College, 205 Gilmore Hall or dan-berkowitz@uiowa.edu. If Academic Training has been approved, Dean Berkowitz will review the recommendation letter based on the following criteria as stated by the academic adviser. The criteria are as follows:
 - A. the additional position has more than a monetary benefit
 - B. the position won't interfere with progress towards the degree
 - C. the student is making good progress towards degree completion

PROCEDURE

1. Obtain an offer letter from your prospective employer. The letter must include all of the following details, as required by the Department of State:
 - your job title
 - a brief description of the employment
 - the dates and location of the employment
 - the salary
 - the number of hours to be worked per week
 - the name and address of your supervisor
2. Give a copy of your employer's offer letter to your academic adviser. The academic adviser will use this letter to complete the attached *Recommendation from Academic Adviser for J-1 Academic Training*.
3. Visit an advisor during regular walk-in hours in order to submit the following to the OISS:
 - A. Completed *Recommendation from Academic Adviser for J-1 Academic Training* form
 - B. Offer letter from your future employer
 - C. Completed *Request for J-1 Academic Training Authorization* form (attached)
 - D. Immigration documents (passport, I-94 card, and DS-2019 form or forms)
4. The OISS will evaluate the Academic Training program and decide whether it is warranted and appropriate. If so, we will issue you the required OISS approval letter and a new DS-2019.

AUTHORIZATION TO WORK

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 DS-2019, and your J-1 Responsible Officer's written work authorization letter to an office of the Social Security Administration (in Iowa City this is located at the Main Post Office on South Clinton Street). 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 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 will then 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 paying Social Security (F.I.C.A.) taxes as long as you remain a “non-resident alien” 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. You must file a federal income tax return by April 15 of the year following the year in which you were employed.

RECOMMENDATION FROM ACADEMIC ADVISER FOR J-1 ACADEMIC TRAINING

Note to the Academic Adviser from the Office of International Students and Scholars:

All of the following information is required by the U.S. Department of State (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.

Mr./Ms. _____, a J-1 student
(first name of student) (last name of student)

specializing in _____, wants to engage in the Academic Training
program
(area of study)

discussed below. This student is expected to complete his/her program of study in _____.
(month/year)

① Briefly state goals and objectives of the training program, as outlined in the attached job offer letter.

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

③ Why is this training an integral or critical part of the academic program of this student?

Please continue on next page

RECOMMENDATION FROM ACADEMIC ADVISER FOR J-1 ACADEMIC TRAINING

④ Information regarding the employment:

Job title: _____

Brief description of the employment: _____

Dates and location of the employment: _____

Salary: _____

Number of hours to be worked per week: _____

Name and address of the training supervisor: _____

As the student's Academic Adviser, I have set forth the nature and details of the Academic Training program and 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.

Signature of Academic Adviser

Date

Printed Name

Title

Department

Telephone

E-mail address

J-1 STUDENT REQUEST FOR ACADEMIC TRAINING AUTHORIZATION

Printed Last Name: _____

Printed First Name: _____

SEVIS #: _____

A. Prior Academic Training Authorization(s):

From (month/day/year)	To (month/day/year)	Total Time

B. List the Dates for which you are *currently* requesting Academic Training:

From (month/day/year)	To (month/day/year)	Total Time

Attach the following materials to this application form:

- *Recommendation from Academic Adviser for J-1 Academic Training*
- Job offer letter from your potential employer (as described in the Academic Training Packet)
- Photocopy of your current I-94 arrival/departure card, front and back
- Photocopy of your passport identity page (and expiration date page if elsewhere in passport)
- Photocopy of your current DS-2019, front and back

Signature of J-1 Student

Date

Academic Major

Telephone

Exchange Student Bachelor's Degree

E-mail address

Master's Degree Doctoral Degree

Other Degree: _____

Student Acknowledgement of Responsibilities While Engaged in Academic Training

Sign this form and bring it to your Academic Training appointment with an OISS adviser.

Student Name: _____

By signing this form, I acknowledge that while I am engaged in Academic Training, I am responsible to report certain information to the OISS as outlined in the information provided below within the time periods indicated. This includes:

- providing/updating the OISS with a **current email address** throughout the term of my Academic Training.
- reporting **changes to my name or residing address**, which must be reported to the OISS within 10 days of the change. Changes should be made in ISIS, which you will always have access to, unless you forget your password. This will then automatically update the information OISS sends to SEVIS (U.S. Immigration and Customs Enforcement). If you forget your ISIS password, then you must send an email within 10 days of the change to oiss@uiowa.edu .
- reporting **termination of Academic Training employment** to the OISS. This includes changing to another employment status such as F-1 or H-1B, attending school on another DS-2019, or Academic Training employment that ends before the end date on the Academic Training letter issued by the OISS. This information should also be reported within 10 days of the change. Report these changes to oiss@uiowa.edu .
- students who have been subject to **special registration** (primarily men from Middle Eastern or Islamic countries who went through special procedures at the port of entry or with the local USCIS office and who have a “Fingerprint Identification Number” (FIN) on the back of the I-94 card) must also take the additional step of **notifying USCIS within 10 days any time their employer changes** while on Academic Training. This must be done by using USCIS form AR-11SR (available at <http://uscis.gov/graphics/formsfee/forms/ar-11sr.htm>). The form should then be mailed directly to USCIS at the address provided.

I acknowledge that it is my responsibility to report this information to the OISS or U.S. Immigration and Customs Enforcement, and that the OISS is not responsible for attempting to collect the information if I fail to provide it within the 10-day deadline.

I understand that my failure to provide the required information to the OISS within the 10-day deadline could result in later problems between myself and U.S. Immigration and Customs Enforcement.

Student Signature: _____

Date: _____

OISS Adviser Signature: _____