

Academic Training

What is A.T.? “Academic Training” is training in the area of your major that takes the form of an internship or actual employment. It serves to supplement and support your academic program in the U.S.A.

All J-1’s on Academic Training must carry health insurance at all times for themselves and dependents regardless if they are registered for classes or not.

Academic Training:

- Academic Training is available before the completion of your program of study as well as following completion. Exchange Visitors can be employed under the following circumstances:
 - Part-time while classes/program are in session (pre-completion).
 - Full-time during vacation or when coursework is completed but degree not awarded (under special circumstances; pre-completion).
 - Full-time or part-time when degree is completed (post-completion).
- The total amount of time you may spend in pre- and post-completion Academic Training is the same length as your program or 18 months (whichever is shorter).
 - PhD students are eligible for an additional 18 months following PhD degree for a total of 36 months.
 - OGE authorizes “post-doctoral training” for up to 18 months at a time, and can later extend the DS-2019 program end date to the 36-month maximum for post-doctoral training.
 - Part-time employment is counted the same as full-time employment towards the fulfillment of the Academic Training maximum of 18 months.
 - Concurrent degrees do not increase the Academic Training program maximum length of 18 months.

Eligibility:

- Maintain full-time status and academic progress.
- Be in good academic standing.
- The proposed employment must be directly related to your major field of study.
- Maintain your J-1 status and apply for extensions as necessary.
- Maintain health insurance coverage for yourself and J-2 dependents throughout your Academic Training.

Applying for Academic Training:

- You must obtain approval for Academic Training to follow the completion of your program at least one week before the program end date in order to extend your DS-2019; even if the job does not begin until later.
 - Note the program end date is the last day of your final semester regardless of the current program end date on your DS-2019.
- If you have received a waiver of the two-year foreign residence requirement, 212(e), you are not eligible for Academic Training and we cannot extend your DS-2019.
- Obtain approval to do academic training from International Student Advisor. Set an appointment with OGE and bring the following to your appointment:
 - Unofficial transcript
 - Passport
 - Visa
 - I-94
 - All DS-2019s previously issued
 - Completed Request Form (attached form “Request for Academic Training Authorization”).
 - Letter of employment from an employer (see letter template attached “Sample Employer’s Letter”).
 - Must include:
 - Employer letterhead
 - Job title
 - Goals and objectives of the Academic Training program
 - Employment dates
 - Employment location
 - The number of hours of employment per week
 - Name and address of Training Supervisor
 - Dean or Advisor form of recommendation to OGE (attached form “Advisor’s or Dean’s Recommendation”).
 - Account summary showing \$0 balance.

If approved the International Student Advisor writes a letter authorizing employment with a copy for you and one for your employer (attachment “Sample Responsible Officer’s Letter”). They will also extend the end date of your DS-2019 and print and sign a new DS-2019 form for you.

Travel:

You must obtain employment authorization before leaving the United States after you complete your program of study and before starting your Academic Training. Consult with OGE for advice before travel.

Authorization to Work

Social Security Number:

Your employer will need your Social Security number to put you on their payroll, which you can obtain by applying for a Social Security card. Information about this process is available at: https://globalengagement.usu.edu/iss/files/uploads/Forms/ISS_Social_Security.pdf

Your Social Security card may be stamped “Valid for Work only with DHS Approval”. This is "issued to people lawfully admitted to the United States on a temporary basis who have DHS authorization to work" (<https://www.ssa.gov/ssnumber/cards.htm>).

Note: USUs Human Resources Department requires you provide a receipt from your application with Social Security within three business days of when you begin employment with USU.

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.) 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 Services Publication 519, “US 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 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.

Note of Caution:

As a J-1 student you are eligible for a variety of work opportunities in the United States under two categories: “Student Employment” (on-campus) and “Academic Training”. Employment without proper authorization is a serious violation of your status. First consult with your Immigration/International Student Advisor before you start any kind of employment, as their written approval is necessary in advance.

FORM I-9: “Employment Eligibility Verification”

Employment Eligibility Verification: Every employer in the United States must require each new employee to prove that he/she is eligible to work in this country by completing Form I-9 and providing appropriate documentation. Most employers have copies of this form. The form must be completed within three business days of the date you begin employment.

Suggestions for Completing Form I-9: The suggestions below assume that you are a J-1 student and that you can produce documents, which J-1 students normally have or can obtain. However, if you have other documents which meet the requirement of the I-9 Form, you are free to use them and are not required to complete the form in the manner described below.

Section 1: Employee Information and Verification

1. The first section asks for factual information about you and the new employee.
2. The next section asks for your status in this country, i.e., (“I attest...”). Check the box that says “An alien authorized to work until . . .”
3. Indicate the date that your work authorization will expire. In order to determine this date, refer to your J-1 documents which must all be current. Check those listed below:
 - a. Your I-94 card which was issued to you when you entered the United States.
The card will show either an expiration date or “D/S” for “Duration of Status.”
 - b. The DS-2019, which shows the beginning and end dates of valid J status (item 3).
 - c. International Student Advisor’s written approval of the specific employment including the beginning and end dates.
4. Enter either your Admissions number. Your admission number is eleven digits long and appears on your I-94 card.
5. Sign and date the form in the spaces provided.

Section 2: Employer Review and Verification

On the Form I-9 there are three lists of acceptable documents. Those in list A establish both the identity and the employment eligibility of the person who wants to work. Those in list B establish only identity, and those in list C establish only employment eligibility. Your employer cannot hire you until you have completed the I-9 Form completely and appropriately but cannot stipulate which documents are acceptable from you and which are not. Whichever documents you submit to show your employer, they must be originals and NOT photocopies.

If you choose to document your eligibility to work with item #14 in list A (your “unexpired foreign passport with attached INS form I-94 indication unexpired employment authorization”), then as attachments, you should present your passport, I-94 card, your DS-2019 and your International Student Advisor’s written approval of the employment.

If you are a Canadian and do not have a visa, you may use list B and C rather than list A. Under list C you may establish employment eligibility by entering your I-94 card, DS-2019 and the letter of approval from your International Student Advisor. You will then need to submit separate proof of your identity under list B. A Canadian driver’s license with photograph works.

Updating Form I-9: if your authorization expires and you wish to continue your employment without interruption, consult your International Student Advisor about extending your work permission. When permission is extended, you and your employer will have to update your original form I-9. This must be done on or before the date your current employment authorization expires.

**Request for
“Academic Training”
Authorization**

Today’s Date:

Student’s Name:

I have participated in J-1 practical training or Academic Training as indicated:

Dates of **Previous** Academic Training (mm/dd/yyyy)

___/___/___ to ___/___/___
___/___/___ to ___/___/___
___/___/___ to ___/___/___
___/___/___ to ___/___/___

Dates of **Current** Academic Training (mm/dd/yyyy)

___/___/___ to ___/___/___

Total Duration of Academic Training (in months)

Months: _____

Student’s Signature: _____

The Student named above is in good standing:

(Dept. Head/Academic Advisor Signature)

(Date)

(Sponsored Student Advisor Signature, if applicable)

(Date)

SAMPLE EMPLOYER'S LETTER

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

April 17, 2016

**Mr. Christopher Columbus
10 Water Street
Death Valley, California 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, 2006 and ending December 1, 2007. This employment will serve as "Academic Training" following your Bachelor of Science 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 for 40 hours each week.

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

Sincerely,

**Nina Pinta
Director of Personnel
E-mail Address**



**Office of Global Engagement
Advisor or Dean's Recommendation**

_____, Utah State University J-1 student majoring in

(Mr./Mrs.)

_____, wants to engage in the "Academic Training" program discussed below.

(Major)

Description of the Academic Training Program:

Location: _____ Job Title: _____

Name of Training Supervisor: _____

Address of Training Supervisor: _____

Email Address of Training Supervisor: _____

Dates of training: ___ / ___ / ___ to ___ / ___ / ___ Number of hours per week: _____

Goals and Objectives of the specific training program:

How does the training relate to the students major field of study:

Why is the training an integral or critical part of the academic program of the exchange visitor:

As the student's Academic Advisor or Dean, I have set forth the nature and details of the academic training program. I approve of 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 that I have described.

(Signature of the Academic Advisor or Dean)

(Date)

(Name and Title of the Academic Advisor or Dean)

(Date)

SAMPLE RESPONSIBLE OFFICER'S LETTER

**PAINTED DESERT UNIVERSITY
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS
PEQUODHALL
5801 SOUTHOCEANBOULEVARD DEATH
VALLEY, CALIFORNIA 92655**

April 17, 2016

**Mr. Christopher Columbus
10 Water Street
Death Valley, California 92655**

Dear Mr. Columbus:

As Responsible Officer of Painted Desert University's Exchange Visitor Program (number: P-1-13,893), I hereby authorize you to accept employment for the purpose of "Academic Training." The position involved, that of Small Craft Pilot with the Atlantic City, New Jersey firm of Ocean Blue, Inc, was described to me in a letter dated April 2, 2016, from Henry Prince, Professor of Navigation at Parched Desert and your academic advisor. Mr. Prince recommended this academic training as integral to your program of study at Parched Desert.

This authorization will take effect on June 1, 2016 and will remain valid for 18 months, through November 30, 2016. It represents the full 18 months of academic training for which you are eligible as a J-1 student in United States.

You must report any change of employment to Painted Desert University before engaging in said employment to assure it meets the requirements of your Academic Training program and is reported in SEVIS. While this is in effect, you are required to maintain valid J-1 student status, under Parched Desert's Exchange Visitor program, with the United States Immigration and Naturalization Service. This includes making sure your Form DS-2019 remains current (see the dates in item #3 of the Form) and maintaining the health insurance that the regulations require you to carry for yourself and your J-2 dependents.

You must leave the country within 30 days after the end date on your current DS-2019. You will not be able to directly change status if you are subject to the 212(e) home residency requirement. Your employer will need your Social Security number to put you on the payroll. You can obtain this number by applying for a Social Security card, if you have not already done so. You must apply in person at an office of the Social Security Administration. Take your passport, your I-94 Departure Record card, your DS-2019, and this letter with you.

Sincerely,

**G. Abby Hayes
Foreign Student Adviser
E-mail Address**