

**FLORIDA ATLANTIC UNIVERSITY
OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)**

**ACADEMIC TRAINING
FOR STUDENTS IN J-1 STATUS**

This handout is designed for J-1 students. It explains Academic Training, the name now used by the United States Information Agency (USIA) 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 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. 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 J-1 Responsible Officer in the FAU ISSS office International Student & Scholar Services Office. Building SU-80 Suite 214

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. 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. If FAU is your J-1 sponsor, then your J-1 Responsible Officer is your international student advisor. If your J-1 sponsor is an agency, and if you are uncertain how to reach your J-1 Responsible Officer, your international student advisor will help you find out, but has no authority to grant employment permission.

CONDITIONS

ELIGIBILITY

- Your primary purpose in the United States must be study rather than Academic Training
- You must be in good academic standing at the school named on your Form DS-2019.
- The proposed employment must be directly related to your major field of study.
- 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.
- You must maintain health insurance coverage for yourself and any J-2 dependents throughout your Academic Training. FAU no longer accepts alternate health insurance policies.
- You must apply for academic training **before** you complete your course of study
- Your DS-2019 must be extended following authorization and your signature will be required.
- If you plan to leave the United States 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 will have trouble reentering. Consult your J-1 Responsible Officer for advice.

LIMITATIONS - GENERAL

- 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. ..
Employment may not exceed the period of full course of study or 18 months, whichever is shorter.
Example: J1 student for 9 months = Academic Training eligibility for 9 months
J1 student for 24 months = Academic Training eligibility for 18 months (maximum)
If you receive a Ph.D., however, your postdoctoral training may last as long as 36 months
This is permitted only when the academic training is a postdoctoral research position and approval is granted in two 18 month intervals maximum.
- Part time employment for “Academic Training” counts against the 18 or 36 month limit the same as Full time employment.

APPLICATION PROCEDURE

- **Obtain an “Offer” letter from prospective employer** (letterhead) that includes all of the following:
 1. your position title, salary, hours to be worked per week, dates of employment (see limitations)
 2. brief description of the goals and objectives of your Training program (your employment),
 3. physical location of the employment (corporate office, branch office, etc.)
 4. the name and address of your training supervisor (the quotations come from the regulations).
 5. the Employer’s Tax Identification number (for social security card application)

obtain two (2) original letters (social security administration will require an original)
- **Give a copy of your employer (s) letter to your academic advisor or dean** to 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:
 1. The goals and objectives of the specific training program;
 2. A description of the training program, including its location, the name and address of the training supervisor, position title, salary, number of hours per week, and dates of the training;
 3. How the training relates to the student’s major field of study; and
 4. Why it is an integral or critical part of the academic program of the exchange visitor student.
 5. Your advisor must also approve your Academic Training for the length of time necessary to complete the goals and objectives of the training (subject to eligibility maximum time)
- When your academic advisor’s recommendation is ready, you should deliver or send it to your J-1 Responsible Officer, in the ISSS office, with original employer’s letter attached.
- Review, sign and submit the “Statement of Understanding Regarding Academic Training”

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 and extend your DS-2019.

To authorize postdoctoral training your J-1 Responsible Officer must also issue you a new Form DS-2019, for no more than 18 months at a time.

Please advise your J-1 Responsible Officer if you will need to obtain a Social Security Card so a letter can be prepared for you to take to the Social Security office and make an application.

AUTHORIZATION TO WORK - APPLICATION FOR SOCIAL SECURITY CARD

Please advise the ISSS office, at the time of your Academic Training request that you will need to apply for a Social Security Card. The original employer letter will also contain the information required to obtain Academic Training authorization and ISSS will need to issue a letter advising the Social Security office that you are eligible for employment.

When you go to the Social Security Office to make this application, you must bring the following documents.

- ✓ Social Security Card Application
- ✓ Original ISSS Social Security letter and an original Employer Letter
- ✓ Original Passport, I-94, SEVIS Form DS-2019,
- ✓ plus copy of Passport and DS-2019

Transfer Students: If FAU's DS-2019 is not stamped due to entry into the United States, you must also provide a copy of the stamped DS-2019 from your previous school.

Note: Your Social Security Card may be stamped "Not eligible for Employment" and only means that no funds will go into the Social Security account represented by that number.

Social Security Office: 1-800-772-1213 (map available in ISSS office)	Delray Square Shopping Center 14548 S. Military Trail Delray Beach, FL 33484
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General Information regarding employment in the United States

Form I-9 is completed by your employer as, Employment Eligibility Verification

When you begin to work, your employer must complete Form I-9, which requires you to document your identity and work authorization. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport (or other photo-bearing identification if Canadian), I-94 Departure Record card, Form DS-2019, and J-1 Responsible Office's written work authorization. Your employer keeps the Form I-9 and will make copies of the documents needed. Form I-9 must be updated if you receive a renewal authorization for Academic Training.

Social Security and other taxes

Tax workshops are sponsored by ISSS each Spring.

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 nonresident status for tax purposes (see Internal Revenue Service Publication 519, AU.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 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.

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.



International Student & Scholar Services (561) 297-3049 Fax (561) 297-2446
Building SU-80 Suite 214

J-1 Academic Training

Statement of Understanding Regarding Academic Training

I understand that:

1. I have obtained employment that is directly related to my major field of study.
2. I must show my Academic Training Authorization letter, passport, I-94 and DS-2019 Form to the payroll/personnel/human resources department of the intended employer.
3. I am only authorized to work for the employer indicated on my authorization and only for the period indicated.
4. Academic Training authorization cannot be given beyond the program end date on my DS-2019. I understand that I must apply for an extension of my DS-2019 30 days before the current DS-2019 expires.
5. If I change my employer or need an extension of the dates authorized, I must apply for Academic Training again to authorize the changes.
6. Any Academic Training used prior to the completion of my degree, will be subtracted from post completion Academic Training.
7. I can only be authorized Postdoctoral Training (36 months) if my position meets eligibility criteria. Authorizations can only be granted for 18 months at a time.
8. If I am engaging in pre-completion Academic Training, I must submit a full time equivalency (under hours form in the ISSS office) form for any semester in which I register below the required number of credits

Signature of Student

____/____/____
Date