

ACADEMIC TRAINING

Academic Training (AT) refers to certain types of study-related employment. The intention of AT training is to give Exchange Visitors an opportunity for experience related to their field. This training must first, be academic in nature; employment is secondary. 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; and, under certain circumstances, you may interrupt study to work full-time.

You may not begin work until you are approved, through SEVIS, for Academic Training. See an International Advisor to obtain this authorization.

ELIGIBILITY

1. Training must begin no later than 30-days after the completion of your program.
2. Apply at least 2 weeks before you plan to begin Training and no later than 2 weeks before the end of your program.
3. The proposed employment must be directly related to your major field of study.
4. Throughout your AT 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 for yourself and J-2 dependents throughout your AT.

LIMITATION

1. Duration of employment can be up to the length of your program not to exceed 18 months.
2. "Post-doctoral training," may last as long as 36 months.
3. Part-time employment for AT counts against the limits as if it were full-time employment.
4. All periods of AT are cumulative.

APPLICATION PROCESS

1. Obtain a letter of offer from your prospective employer that includes:
 - Name of the company
 - Job title
 - A brief description of the goals and objectives of your "Training program" (your employment)
 - Start date (no more than 30 days after completion of program) and end date of employment
 - Physical location of the employment
 - Approximate number of hours per week
 - Contact information from your employer (Name, phone & e-mail address)
2. Obtain a letter of support from your academic adviser or department dean. The letter must explain how the employment is directly related to your area of study and why it is critical to your academic program.
3. Deliver both letters to CIE for review by an International Advisor
4. The international advisor will evaluate the request and decide whether it is warranted and appropriate. If it is approved, your advisor issue a new Form DS-2019 with approval for Academic Training

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EMPLOYMENT

CIE cannot assist with finding employment. That is the responsibility of the student. We recommend asking your instructors or academic advisor for recommendations. You may also contact Career Services for their advice.

MAINTAINING STATUS

CIE is still responsible for your immigration record while you are participating in Academic Training. Report any changes to your address or immigration status within 10 days.

DRIVERS LICENSE

Once approved for Academic Training, you may renew your driver's license up until the date stated on the new DS-2019. For instruction on obtaining a Colorado Driver's License, please pick up a handout at CIE.

TRAVEL

If you plan to leave the United States after you complete your program of study and reenter the country for Academic Training you **must** obtain employment authorization before you leave. If your US visa will have expired before you return to the US, you will also need to get a new one.

SOCIAL SECURITY NUMBER

If you do not yet have a Social Security Number you will need to get one. There are instructions for this at the CIE

FORM I-9: EMPLOYMENT ELIGIBILITY VERIFICATION

When you begin work, you and your employer must complete Form I-9, which documents your identity and work authorization. Of the various items acceptable as documentation, you may find that the most convenient combination is your passport, I-94 card, 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. Form I-9 must be updated any time that you receive a renewal of your permission for "Academic Training."

TAXES

Social Security taxes: 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 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 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 tax accountant assists students each year through CIE. Check with us in March to make an appointment.)

NOTE OF CAUTION

As a J-1 Exchange Visitor 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. **Before you start any kind of employment, you must obtain written authorization from Your J-1 Responsible Officer.**