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ISSI Form 312: J-1 Training -- Guidelines and Procedures for Academic Training

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J-1 /AT

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J-1 Student: Guidelines and Procedures for Academic Training (ISSI Form 312)

There are three employment options for students in J-1 status: 1) academic training or; 2) employment related to academic funding (awards such as Teaching and Research Assistantships etc), or; 3) work due to economic hardship. Unauthorized employment is considered the most serious violation of J-1 status, so please consult with the ISSI to discuss your options and to obtain authorization before engaging in any type of employment.

Academic Training

What is academic training?

Academic training is work, training or experience related to a student's field of study. Academic training may take **place prior to or after completion of a program of study.** The designated individual at the institution or organization that issued that student's DS-2019 is considered that student's "Responsible Officer" or "Alternate Responsible Officer" and that person must authorize a J-1 student's academic training. However, if the student's DS-2019 was issued by an international agency, then that agency must authorize academic training.

Who is eligible for academic training?

All J-1 students are eligible for academic training whether or not they are enrolled in a degree program. However, certain criteria must be met to obtain authorization:

- ☐ The student must be in valid J-1 status.
- ☐ The student must be in good academic standing
- ☐ The academic training the student is requesting is directly related to the student's major field of study.
- ☐ The academic training must be designated with a specific employer or training site and a specific time frame.
- ☐ The student must maintain specific health insurance coverage for him/herself and all dependents while on academic training.
- ☐ The student must secure written approval in advance from the Responsible Officer for the duration, location and type of academic training.

How long may academic training last?

Academic training cannot exceed the duration of the entire program of study. As a rule, it is limited to a maximum of 18 months, which includes a combination of both pre – and post-completion academic training; that is, time engaged in academic training prior to completion of a program of study is subtracted from any time post-completion. Doctoral candidates may be eligible for more than 18 months of academic training if an extension is required to obtain a doctorate. Ph.D.s are eligible for up to—but no more than-- 36 months of academic training if they have an offer for a post-doctoral research position. However, if a student has received a Ph.D. and wishes to engage in employment other than post-doctoral training, then that student is eligible for only 18 months of academic training (if he or she has received no previous academic training).

Is academic training full- or part-time?

All academic training is counted as full-time, even if employment/training is on a part-time basis. Academic training done prior to completion of a program of study may be undertaken part-time during the term and full-time during vacation periods. If the academic training is a designated or required co-op, it may be full-time. Although academic training undertaken post-completion can be part-time, it is expected that the J-1 student will seek full-time academic training.

Can one travel while on academic training?

If the J-1 visa holder plans to travel outside the United States, then authorization for academic training should be obtained **before** leaving the country because the DS-2019 must include the new extended dates for re-entry into the U.S. To obtain the extended dates for re-entry, the student should submit their application for academic training at least two weeks in advance of the departure date. The student must also have written approval of their academic training and a valid U.S. visa stamp.

When should one apply for post-completion academic training?

The student must have an academic training offer and the training must be authorized **within 30 days after completion of studies.** The new DS-2019 for academic training must be issued before the previous DS-2019 expires.

Does co-op count as academic training?

If co-op is mandatory, academic training may be granted as long as necessary to complete the degree requirement. However, if total time spent on co-op exceeds 18 months, a student will not be able to pursue any further academic training after completion of studies. If co-op is not mandatory, then the student may opt to "save" his or her academic training time for after completion of studies. Additionally, time spent on co-op is deducted from the total time available for academic training.

Do students on academic training have to pay taxes?

A J-1 student may claim "non-resident" status for tax purposes for up to five years. A J-1 student is not subject to Social Security (FICA), Medicare or Federal Unemployment (FUTA) deductions. However, a J-1 student is subject to the withholding and payment of both federal and state income taxes.

How does one obtain authorization for academic training?

If the student received their DS-2019 from an international agency, then it is that agency which must grant authorization for academic training. If the student received their DS-2019 from the ISSI, the first step toward obtaining authorization is to request the academic training application packet from the ISSI. This packet will contain two forms in addition to this one: **ISSI Forms 301** and **302.** If the student is engaging in academic training after completion of studies, he or she should request one additional form: **ISSI 122 and 305**. The student should then make an appointment with an ISSI advisor.

For academic training both BEFORE and AFTER completion of studies:

Whether the student is seeking authorization for academic training before or after completion studies, the two forms in the packet, 301 and 302, will need to be completed and submitted to an advisor at the ISSI. Form 302 is the formal request for academic training and 301 serves as testimony to the fact that the academic training the student seeks is directly related to his or her field of study. The student must bring the forms in the checklist below to the appointment with the advisor:

- ☐ **Form 301**
- ☐ **Form 302**
- ☐ **Current Passport**
- ☐ **DS-2019 (or IAP-66)**
- ☐ **I-94 Departure Card**

For academic training AFTER completion of studies:

If the student is seeking authorization for academic training after completion of studies, then two additional forms, ISSI 122 and 305 must be completed and submitted as well:

- ☐ **Form 122 (*Request for SEVIS I-20/DS-2019*)**
- ☐ **Form 305 (*Statement of Health Insurance Compliance for 'J' Exchange Visitors*)**