

## J-1 ACADEMIC TRAINING

*A publication of the ISSO at Brandeis University, Kutz 215, (781) 736-3480, [isso@brandeis.edu](mailto:isso@brandeis.edu); updated 03/2010*

### WHAT IS ACADEMIC TRAINING (AT)?

Academic Training is employment directly related to your major field of study in the United States. The total amount of AT depends on the duration of time spent as a full time student. If you are enrolled as a degree candidate, you are eligible for 18 months of AT. However, Doctoral Students may be eligible for 36 months of AT with the successful completion of the Ph.D. Exchange students may be eligible for the AT based on the number of months that they participated as a full time student at Brandeis. For example, a fall-semester exchange is eligible for 3.5 months of Academic Training. In counting months of authorization, part-time Academic Training counts the same as full-time.

**Academic Training is date specific and employer specific.** You must have a job offer in order to apply for AT. If you decide to extend your employment, you must receive new authorization for AT from the ISSO before the current authorization has expired. If you decide to change employers, you must also obtain a new authorization. Both situations would require that you follow the same process as your initial authorization. If you fail to obtain proper authorization, you will violate your student status.

### ELIGIBILITY REQUIREMENTS

You are eligible for Academic Training provided that (1) your primary purpose in the United States is to study and not to work, (2) you are in good academic standing and have maintained your full time registration each semester, (3) the proposed employment is directly related to your major field of study, (4) your J-1 Responsible Officer has approved the Academic Training in advance and in writing for the duration and type of Academic Training with a specific employer. You may apply for Academic Training before or after completion of your program of study.

#### Academic Training before completion of your program

With permission for Academic Training you may work part-time while classes are in session and full-time during vacation periods (summer, winter break, etc.)

#### Academic Training after completion of your program

You must show your J-1 Responsible Officer a written offer of appropriate employment (related to your field of study and a **paid** position) **no later than 30 days** after you complete your program in order to be eligible for Academic Training. Your employment start date must be within 30 days of program completion date.

**\*Important note on travel:** If you plan to leave the United States after you complete your program of study and re-enter the country to do your J-1 Academic Training, you must obtain employment authorization before you leave; otherwise, you may have trouble reentering the country. Please contact ISSO for more information on traveling while on Academic Training.

### HEALTH INSURANCE

If you are graduating, it is a requirement of J-1 Status to have health insurance. You will no longer be eligible for the student health insurance plan. If your employer will not be providing you with coverage, the ISSO has resources in the office for short term health plans and to review the legal minimum requirements for J-1 Visa Holders. A few of the more popular companies are: HTH Worldwide ([www.hthworldwide.com](http://www.hthworldwide.com)), The Gateway Plans ([www.gatewayplans.com](http://www.gatewayplans.com)), T.W. Lord & Associates (1-800-633-2360), Compass ([www.compassbenefit.com](http://www.compassbenefit.com)), The Harbour Group ([www.ghinsurance.com](http://www.ghinsurance.com)), etc. We recommend that you review rates and plans carefully.

### SOCIAL SECURITY TAXES AND INCOME TAXES

While you are authorized to engage in Academic Training, you continue to be in J-1 status and the income you derive from Academic Training is exempt from social security taxes and withholding for social security purposes if you have been in the United States **for less than two years**. If you have been in the U.S. **for more than two years** you will be required to pay social security taxes.

Whether or not you are liable for the payment of income taxes on income earned from practical training depends upon your individual situation and tax status. Most J-1 students who earn income from practical training will pay federal and state income taxes. However, we advise that you seek the resources of the Internal Revenue Service (IRS) for

particulars. You should consult the IRS Publication 515: *Withholding of Tax on Non-Resident Aliens & Foreign Corporations* and Publication 519: *U.S. Tax Guide for Aliens* for clarification of your tax status. These can be found online at [www.irs.gov](http://www.irs.gov).

**IMMIGRATION STATUS AFTER POST COMPLETION ACADEMIC TRAINING** After the end date on your Academic Training and DS-2019, you will have **30 days** to do one of the following: depart the United States, transfer to another J-1 sponsor to begin a new program, begin a new program of study at Brandeis University, or to seek a change to another non-immigrant or immigrant status. There are many factors that impact a J visa holder when completing the exchange; most notably is the two year home residency requirement and the J change of category regulations. We strongly recommend meeting with an ISSO staff member to review your particular situation.

Sometimes an employer is interested in extending your permission to work in the U.S. beyond the period of academic training which would require a change of visa status. The ISSO sponsors a free seminar each Spring Semester with an Immigration Attorney who will explain visa options and answer any questions that you may have.

**APPLICATION PROCEDURE:**

1. Obtain a job offer letter from your prospective employer including the following details:
  - Your job title
  - A brief description of the "goals and objectives" of your training program (your employment)
  - The specific beginning and ending dates of the employment (your Academic Training can only be authorized for the length of the job offer)
  - The specific location of the employment
  - The number of hours you will work per week
  - Your salary (evidence of ability to support yourself while engaged in Academic Training)  
NOTE: All post-completion AT must be paid unless you are sponsored by a government agency.
  - The name and address of your direct supervisor.

**\*\*All of these details must be included for your academic training to be authorized**

2. Discuss the job training with your academic advisor. Complete the student section of the advisor's recommendation form (attached) and ask your advisor to review and sign accordingly.
3. When you have both your academic advisor's signed recommendation and the employer's job offer letter, submit both to your Responsible Officer (Kate Amaral or Ruth Brigham if your sponsor is Brandeis University).
4. Your J-1 Responsible Officer will evaluate the proposed employment and decide whether it is warranted and appropriate. If so, a new DS-2019 will be issued for Academic Training.

**NOTE:** If your J-1 Program Sponsor (institution/organization listed in Item #2 of the DS-2019) is **not** Brandeis University, you must contact your Program Sponsor to confirm if you will be eligible for Academic Training and to coordinate the process for obtaining Academic Training authorization from them. The ISSO and Brandeis University may **not** authorize Academic Training for students not under our J-1 Sponsorship.

**A NOTE OF CAUTION**

You may not begin your Academic Training until the ISSO or your Program Sponsor has given you the authorization. Working improperly or without authorization is a serious violation of your J-1 status and would result in the loss of benefits normally granted to J-1 students.

## Advisor's Recommendation for Academic Training

Student Name: \_\_\_\_\_

SAGE ID# \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### To be completed by J-1 Student:

1. Are you subject to the two-year home residency requirement (now or from past J status)? Yes \_\_\_ No \_\_\_  
If you answered "yes", have you obtained a waiver or fulfilled the requirement? Yes \_\_\_ No \_\_\_

2. Have you participated in any prior Academic Training? Yes \_\_\_ No \_\_\_  
If "yes", please indicate all exact dates of training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When do you expect to complete your studies? Month \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_

4. Describe the Academic Training you are requesting:

Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ \_\_\_\_\_

Dates of Training: From \_\_\_\_\_ to \_\_\_\_\_ (include month, day, year)

Number of Hours per week: \_\_\_\_\_ Salary: \_\_\_\_\_

5. Describe the goals and objectives of the training program you are requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How does the training directly relate to your major field of study?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe why this training is an integral or critical part of your academic program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by Academic Advisor or Dean:

Please review the information presented in items 4 through 7 in conjunction with the student's offer of employment. If you agree that the nature of the training and the student's job offer are directly related to the student's academic program and agree that it is appropriate for this student to participate in the requested Academic Training, please sign below. Your approval or non-approval will assist the ISSO in making the final determination on this student's eligibility for Academic Training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title (please print): \_\_\_\_\_

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