

## J-1 Student Academic Training Information & Request

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Academic training is designed to allow J-1 students the opportunity to apply knowledge gained in the classroom to a practical work experience off campus. It is available for full or part-time employment to those in both degree and non-degree programs. Academic training can be paid or unpaid, and can be used before or after the completion of the academic program.

### Your J-1 Program Sponsor and Responsible Officer

To receive academic training authorization, you must apply to your J-1 Responsible or Alternate Responsible Officer (RO/ARO), who represents your J-1 sponsor and issues your Form DS-2019. The RO/ARO must evaluate the proposed employment to determine whether it can be authorized. If Penn is your J-1 sponsor, your RO/ARO is one of the advisors at the Office of International Programs. If your program is sponsored by another institution, ISSS can help direct you to the RO/ARO at your institution.

### Eligibility

To be eligible for academic training, you must meet the following conditions:

1. You must be in valid J-1 status and in good academic standing at the school named on your Form DS-2019.
2. Academic training must be done with a specific employer/training site.
3. The proposed employment must be directly related to your major field of study.
4. Written approval must be obtained in advance for the duration and type of academic training.
5. If your post-completion academic training will be unpaid, you must prove you have adequate financial support for yourself and J-2 dependents if any.

### Duration of Academic Training

The duration of academic training depends on the type and duration of your academic program. Check with ISSS about your specific situation.

General limits which apply to all students:

- Under any circumstances, the duration of academic training may not exceed the length of the academic program.
- Part-time and full-time academic training are counted the same against the total time allowed. Part-time academic training is not counted at half the rate of full-time.
- Academic training used before completion of the academic program is deducted from the total time available.

Specific limits include:

- *Non-degree students*: Example: An exchange student enrolled for one semester may be granted academic training for the equivalent time of his/her studies. Total J-1 program time for non-degree students is limited to 24 months, including both study and academic training time.
- *Degree students*: Academic training is normally limited to a maximum of 18 months.
- *PhD students*: Academic training may be available for 36 months for "postdoctoral training" positions. Please see ISSS to discuss the criteria.

### Application Process

You must receive academic training authorization before you begin employment. For authorization to work after the completion of your academic program, you must receive a job offer and apply to ISSS before your program completion date (although employment may begin later).

**To apply for academic training, meet with an ISSS advisor and submit the following items:**

1. **Copy of the Job Offer Letter** -- Academic training authorization may only be given for job offers.
2. **J-1 Academic Training Recommendation & Request Form**

Assuming you have met the requirements for academic training, the RO/ARO will issue a letter authorizing your employment for a specified period of time, and, if applicable, issue a new DS-2019 form. Please allow at least three

business days. You should provide the employer with copies of the authorization letter and DS-2019 form at the beginning of your employment.

### **Travel Abroad and Reentry**

If you plan to leave the US after completing your program of study and reenter the US for J-1 academic training, you must apply for work authorization with your RO/ARO before you leave. If you leave the US before applying for academic training, you have relinquished your ability to return to the US in J-1 student status and obtain a academic training work authorization.

A valid travel signature on your DS-2019 and valid visa stamp are required to reenter the US while on Academic Training. Consult your RO/ARO for more information about travel on Academic Training.

### **Extending J-1 Academic Training Authorization**

If you are eligible for an extension of your academic training, please contact ISSS at least one month prior to the expiration of your current academic training authorization.

### **Important Considerations**

1. Please let us know if your dependents are in the US. They will also require updated DS-2019s.
2. ISSS is required to report in SEVIS any address changes for University-sponsored students, so you must continue to update your local address and other contact information in Penn InTouch while on academic training.
3. Throughout your period of academic training, you must maintain permission to stay in the US in J-1 student status and apply for extensions as necessary.
4. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training period.

### **Failure to Comply with Employment Regulations**

It is your responsibility to comply with all immigration regulations which apply to J-1 students, including employment regulations. Working without proper authorization is a serious violation of your student status. If you fail to comply with your responsibilities, you may not be eligible for benefits normally granted to J-1 students and, in some situations, may be subject to deportation. *Prior to accepting any employment in the US, we strongly urge you to consult with ISSS.*

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**RECOMMENDATION -- TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR**

Student's Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Major: \_\_\_\_\_

Degree: \_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

This student wishes to (*please pick only one*):

engage in academic training prior to completion of study

engage in academic training after completion of study (after the program completion date listed above)

**DESCRIPTION OF THE TRAINING PROGRAM**

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

Dates of the academic training program: \_\_\_\_\_ to \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

**OBJECTIVES OF ACADEMIC TRAINING – how does this academic training opportunity relate to the student's study at Penn?**

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

As the student's Academic Adviser or chair, 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 J-1 Academic Training program that I have described above.

Name of Penn Academic Advisor or Chair: \_\_\_\_\_

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

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

**(CONTINUED)**

**REQUEST -- TO BE COMPLETED BY J-1 STUDENT**

Student's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Prospective employer's address: \_\_\_\_\_

Name of the supervisor: \_\_\_\_\_

List all periods of previously authorized employment for Academic Training

<i>Example: 1/23/2007 – 5/31/2007</i>

Student's current address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Yes  No Have you EVER been subject to the **Two Year Home Residency Requirement**?

If YES, have you applied for the waiver of the Requirement?  No  Yes (explain on separate sheet)

Statement of Understanding:

- I have maintained valid J-1 status since I began my study at the University of Pennsylvania, including the health insurance requirements set by the US Department of State.
- I understand that I must report to ISSS (via [Oipadm@pobox.upenn.edu](mailto:Oipadm@pobox.upenn.edu)) any change to my name or address
- I understand that any changes to the terms and conditions of the approved academic training must be reviewed and approved by ISSS in advance.

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

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

INSTRUCTIONS: for Academic Training authorization, please meet with an ISSS advisor with the following:

- Completed Academic Training Recommendation/Request
- Copy of the offer letter (on letterhead with signature) stating:
  - Position title
  - Dates of employment
  - Complete Address of Academic Training (=employment) location
  - Number of work hours per week
  - Salary
  - 3-4 duties that you will perform
- Copies of your current and previous DS-2019(s)
- Copies of passport pages (biographical data, photo, and expiration date)
- Copy of your current I-94 card (front and back)
- Copy of any previously-issued Academic Training authorization letter(s)