

## **ACADEMIC TRAINING FOR J-1 STUDENTS Information Sheet**

### **What is Academic Training?**

Academic Training (AT) is employment directly related to your field of study. AT is a good way for students to augment and enhance their academic studies with professional training while in the United States to study. Your J-1 program sponsor approves Academic Training. The information below is directed to students who are on Brooklyn College's J-1 exchange program (P-1-02084).

### **Am I eligible to participate in Academic Training?**

If you are attending Brooklyn College in J-1 status, you are eligible to participate in AT. You are eligible if you meet the following requirements:

- You are in good academic standing and have maintained full time registration each semester.
- The proposed employment is directly related to your major field of study.
- Your proposed AT has been recommended by your academic advisor or academic dean and approved by the J-1 Responsible Officer at Brooklyn College's Office of International Student and Scholar Services (ISS) in writing before you begin AT with a specific employer.

### **When may I apply for Academic Training?**

You may apply for AT in the following cases:

- While the school is in session, provided that you maintain full time enrollment in classes.
- During the school vacation, if you intend to register for the following academic semester.
- After completion of your course work but prior to the deposit of your thesis.
- After completion of your studies, provided you have submitted your application for AT before the end of the final semester of your studies and your employment start date is within 30 days of your program completion date on your DS-2019.

### **For how long may I participate in Academic Training?**

The total amount of time you may spend participating in AT depends on the duration of time you spend as a full time student. If you are enrolled as a **degree candidate**, you are eligible **for a cumulative total of 18 months** of AT. If you are a **non-degree exchange student**, you are eligible for AT **based on the number of months that you have attended Brooklyn College as a full time student**. Any part-time employment for AT counts towards the total limit you are eligible.

### **Is Academic Training linked to a specific job with a specific employer?**

Yes. You must have a specific job/internship offer in order to apply for AT. If you are already engaged in AT and wish to extend your employment beyond the date approved for the current AT, **you must receive a new authorization** for AT from the ISS **before your current authorization has expired**. You must also obtain a new authorization if you decide to change employers. In both situations you are required to follow the same process as for the initial authorization of AT. Failure to obtain proper authorization will place you in violation of your immigration status.

### **What additional conditions apply to Academic Training?**

**Travel:** If you plan to leave the United States after you complete your program of study and re-enter the country to do AT, you must obtain AT employment authorization **before you leave**; otherwise, you may have trouble re-entering the country. If you have been approved to participate in AT after the completion of your studies at Brooklyn College, you are required to have an endorsement of your DS-2019 to travel outside the United States. Please contact ISS before you make any travel arrangements.

**Health Insurance:** The United States Department of State requires that all J-1 students and their J-2 dependents have health insurance while in the United States. If you plan to participate in AT beyond the coverage date on your current insurance policy, you must extend your insurance policy to cover the entire period of your stay in the US. If you have been approved for AT, you must demonstrate to the ISS's satisfaction **before the start of the job/internship** that you have adequate insurance coverage; otherwise, approval for your AT will be rescinded. Your insurance coverage must provide:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses for medical evacuation to your home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness

If health insurance coverage is not provided by your employer, you must purchase a health insurance plan for yourself and your J-2 dependents for the entire period of your AT.

**Social Security Taxes and Income Taxes:** While authorized to engage in AT, you will continue to be in J-1 status and thus any income you derive from AT will be exempt from social security taxes and withholding for social security purposes **if you have been in the U.S. 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.

**Immigration Status after Academic Training:** After the end date on your 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 Brooklyn College.
- Seek a change to another non-immigrant or immigrant status.

There are many factors that impact a J visa holder when completing the exchange. You are strongly encouraged to meet with a staff member of the ISS to review your particular situation.

### **How do I apply for Academic Training?**

Here are the steps you need to follow to apply for Academic Training:

1. Obtain a job offer letter from your prospective employer including the following details (see attached template):
  - Your job title
  - A brief description of the goals and objectives of your AT (i.e., your employment)
  - The specific beginning and ending dates of the job (AT may only be authorized for the length of the job offer)
  - The specific location of the AT employment
  - The number of hours you will work per week
  - Your salary. **Please note:** All AT undertaken after completion of your studies must be paid unless you can demonstrate to the ISS evidence of your ability to support yourself while engaged in AT.
  - The name and address of your direct supervisor while engaged in AT
2. Discuss the job training offer with your academic advisor or academic dean. Complete the student section of the AT advisor recommendation form (attached) and ask your advisor to review it with you and sign it accordingly.
3. Once you have obtained your academic advisor's signed recommendation, make an appointment with an ISS advisor and bring all the previously mentioned documentation.
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.

**A note of caution:** You may not begin your Academic Training until the Responsible Officer at Brooklyn College has given you the authorization. Working improperly or without authorization would result in the loss of benefits normally granted to J-1 students, and may result in termination of your J-1 program.

## Academic Training Request Form

Please complete the following information.

Submit this form with the rest of your Academic Training application to ISS

### Student Information:

Student Name: \_\_\_\_\_ Brooklyn College ID# xxx-xx-\_\_\_\_\_

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

Current Status:  Exchange student  Degree candidate

1. Have you participated in any prior Academic Training? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please indicate all exact dates of training: \_\_\_\_\_

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

3. Describe the Academic Training you are requesting:

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

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

Supervisor's Name: \_\_\_\_\_

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

Number of Hours per week: \_\_\_\_\_ Salary (if paid): \_\_\_\_\_

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

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

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

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

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

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

### To be completed by Academic Advisor:

Please review the information presented in items 3 through 6 in conjunction with the job offer letter. 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 attach your letter of recommendation printed in the letterhead of your department and sign below.** Your approval or non-approval will assist the ISS in making the final determination on this student's eligibility for Academic Training.

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

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

Notes:

\_\_\_\_\_

**ACADEMIC TRAINING FOR J-1 STUDENTS**  
**Sample Offer Letter for Academic Training Authorization**

**Company Letterhead**  
**with name and address of employer**

[Date]

Ms. Alma Mater  
151 E. 25<sup>th</sup> Street, Apt. 7B  
New York, NY 10010

Dear Alma,

We are very pleased to offer you position this summer as an Intern with XYZ Company. Please find the following confirmation of the specifics regarding your internship:

Start Date: May 23, 2012

End Date: August 26, 2012

Number of Work Hours Per Week: 15 hours per week

Salary/Stipend/Benefits: Your salary for the internship will be \$12.65 per hour.

Supervisor's name, address and phone number: You will be reporting to Mr. John Mockler, President of XYZ Company, Inc. 100 Chambers Street, New York, NY 10007. Extension: XXX

Goals/Objectives: Your day-to-day responsibilities will include the following:

Developing online marketing elements including videos and slideshows

Creating sales presentations and demo surveys for prospective clients

Working with senior management to source and analyze deals

Location of Academic Training: During your internship you will be located in our branch office at 202 Madison Ave., New York, NY 10016.

Should you have any questions concerning the specifics of this internship please contact me at (646) 555-1212.

Sincerely,

[signed] *Catherine Manning*

Catherine Manning  
President  
XYZ Company, Inc.

**DEAN OR ACADEMIC ADVISOR RECOMMENDATION FORM FOR J-1 STUDENT  
"ACADEMIC TRAINING"**

Date:

To Whom It May Concern:

Student Name \_\_\_\_\_ a city University of New York/ Brooklyn College J-1 student majoring in \_\_\_\_\_, wishes to engage in the "Academic Training" program discuss below, and will complete his studies at City University of New York/Brooklyn College on March 31<sup>st</sup> 2014.

**DESCRIPTION OF THE TRAINING PROGRAM**

Location:

Job Title:

Salary: Standard Benefit

Name and Address of the Training Supervisor:

Number of Hours/Week: **40**

Dates of the Training:

**GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM**

Mr. /Ms. \_\_\_\_\_ will assist in \_\_\_\_\_.

This academic training will provide the student with work experience related to areas of his studies in Marketing. Hence, the overarching goal of the program is commensurate with that of preparing the student for employment in a competitive environment.

**HOW DOES THE TRAINING RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY?**

Mr. /Ms. \_\_\_\_\_ major field of study is in a specialization within the large field of Marketing. The undergraduate training is focused around budget implementation and control, as well as assessment and statistics reports. This represents a natural extension of work performed under our academic guidance during his undergraduate program. The work is with in the area of marketing and directly related to the area of his current training.

**WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE ACADEMIC PROGRAM OF THE EXCHANGE VISITOR STUDENT?**

As indicated above, the undergraduate training phase is a crucial juncture between the graduation with an undergraduate degree and taking on the responsibilities of an assistant to the director position at a college/university. It represents the first time the person in the program learns to independently carry out the analysis, budgeting, and research responsibilities required of an assistant in our academic field.

As the Dean/Student's Academic Advisor I have reviewed 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 "Academic Training" program I have approved.

\_\_\_\_\_  
Signature of the Dean/Academic Advisor

Date: March , 2014