

J-1 Academic Training

For Students Under J-1 Program Sponsorship of The University of Kansas

Definition:

Academic training is an opportunity for J-1 exchange students to participate in temporary professional employment related to their academic program. It may be engaged in during the period of study or after the completion of a degree program.

Eligibility:

- 1) You must be primarily in the U.S. to study rather than engage in Academic Training.
- 2) The academic training must be directly related to your major field of study as listed on your DS-2019 (formerly IAP-66).
- 3) You must be in good academic standing (at least 2.00 cumulative KU GPA).
- 4) You must receive written approval in advance from an international student advisor for the academic training.

Time Limitation:

You can be authorized to participate in academic training for the length of time necessary to complete the goals and objectives of the training, provided that:

- 1) Undergraduate or pre-doctoral training does not exceed 18 months (inclusive of any prior academic training in the U. S.).
- 2) Post-doctoral training does not exceed 36 months (inclusive of any prior academic training in the United States).

Note: You cannot receive academic training for a period longer than you have spent pursuing a full course of study in the U.S.

When to Apply:

You may request academic training authorization at any time during the academic program or within thirty days after the completion of studies as indicated by your academic advisor on the "Academic Training Recommendation". The employment must be authorized no later than 30 days after the date studies are completed; however, the employment does not need to begin within 30 days of finishing school. You may complete a degree on May 17, but not have a job starting until August 1. The authorization needs to be obtained by June 16.

Also note, the clock starts ticking toward the maximum time limitation (of 18 or 36 months) on the 30th day after completion if employment begins then or not. In the example above, if you have 18 months of academic training, the 18-month clock starts ticking on June 16, not August 1 when the job starts. The academic training authorization will end December 15 of the following year even though you haven't worked 18 months.

How to Apply:

Consult your J-1 program sponsor (indicated in #2 of your DS-2019). Your sponsor must authorize the academic training in writing. The following procedure is for students sponsored by The University of Kansas:

1. Have your academic dean or advisor complete the **Academic Training Recommendation** form on the reverse side of this form. Also fill out a request for a new DS-2019 if your current one will expire during the requested period of Academic Training.
2. Make an appointment with an international student advisor. Allow 30-45 minutes for the appointment. Take: your completed **Academic Training Recommendation** form, your current **DS-2019**, an **Application for DS-2019 Replacement/Extension** with evidence of financial support if an extension is needed, and proof of health insurance*.
3. When the international student advisor authorizes the academic training, he or she will provide you with written authorization. **The written authorization from the International Student Advisor is your official academic training authorization document.** Your employer will need to make copies of it.
4. You may begin academic training employment only after the international student advisor has given you the written authorization.

*While on academic training, you are required to maintain your J-1 status, including having health insurance coverage for you and any J-2 dependents you may have with you in the U.S. Health insurance requirements are available in ISSS or on the web at <http://www.ku.edu/~issfacts>

Guidelines for Post-Completion J-1 Academic Training

GENERAL STATUS ISSUES:

- Continue to maintain your J-1 status, including carrying the required level of health insurance for yourself and your J-2 dependents, and notifying ISSS in writing within ten days after any change of your name or address.
- The completion date on your DS-2019 is adjusted to match the information provided by your academic advisor or dean on the Academic Training Recommendation form. If you have not already been authorized for your entire period of Academic Training eligibility and wish to extend the completion date, you must apply for a program extension **prior** to the current completion date. You will be in violation of status if you fail to do this.

EMPLOYMENT ISSUES:

- DO NOT continue working in an on-campus student position once you have completed your academic program.
- DO NOT begin working before receiving your Academic Training Authorization, before the start date of the authorization, or after the authorization expires.
- DO NOT promise an employer you can start on a specific date or sign an employment contract with a specific start date unless you already have your Academic Training Authorization.
- Keep the original Academic Training Authorization form. Your employer should make a copy if they need one.
- If you wish to change employers you must first receive Academic Training authorization from an advisor in ISSS. This process will involve obtaining a new recommendation from your academic advisor or dean. Do NOT begin working for a different employer before you receive the new authorization. Working without proper authorization is a violation of your J-1 status.

TRAVEL ISSUES:

- Have your DS-2019 signed by an ISSS advisor if you plan to travel out of the U.S. during Academic Training.
- If you are leaving the country and you do not have a valid J-1 visa, you will need to apply for a new one while abroad if you plan to return while still on Academic Training. It may be more difficult to obtain a J-1 student visa while on Academic Training since your degree is already completed and you are only returning to work. In addition, all new visas require a security check that could take months. Carefully consider these risks before traveling out of the country.
- To reenter the US while on Academic Training you will need to have a passport valid for at least six months beyond the date of reentry, a valid J-1 visa, a valid DS-2019 with a current ISSS travel signature, and your Academic Training Authorization form. The basis for re-entry to the U.S. while on Academic Training is for the purpose of resuming employment, so you should also carry a letter from your employer or a copy of your job contract to verify employment.
- Special Registration travel requirements, if you are subject, still apply while on Academic Training.

COMPLETION ISSUES:

- Notify ISSS in writing if you are terminating Academic Training and leaving the country more than 30 days prior to the expiration date on your DS-2019.
- You are allowed 30 days following the expiration of the Academic Training to remain in the U.S. for the purpose of preparing to leave the country. Depending upon the conditions of your particular program and whether or not you are subject to the 2-year home country residency requirement, you might also be able to apply for a change of status or to enter a new academic program during this period, but you may not continue to work. An ISSS advisor can provide you with guidance on your possible options.

Reference: 22 CFR 514.23 (f)

Academic Training Recommendation



by J-1 Student's Academic Advisor or Dean

Academic Training is a type of work authorization intended to give international students in J-1 status an opportunity to engage in training directly related to their field of study. Students at the undergraduate or pre-doctoral level are eligible for a period of Academic Training of up to 18 months duration, or the length of their J-1 program (if less). An additional 18 months (for a total of 36 months) is available upon completion of a doctoral program. A recommendation from the student's academic dean or advisor verifying the following information in Section B (below) is legally required before authorization for employment may be considered.

SECTION A: To be completed by Student (also complete financial section on back)

Name Exactly as in Passport: _____
Surname/ Family Name Given name(s) Middle name(s)

_____ KUID (7 digit) E-mail Address Phone # and Type Alternate Phone # and Type

Spouse and/or minor children who are currently in the U.S. as your J-2 dependents:

Family/Surname Given name(s) Family/Surname Given name(s)
1. _____ 2. _____

SECTION B: Recommendation to be completed by Academic Advisor or Dean

➤ **IMPORTANT! - ALL ITEMS MUST BE COMPLETED**

• **Educational Level:** [] Bachelor [] Master [] Doctorate [] Non-Degree

• **Major:** _____

• **Term** in which **ALL** degree requirements are anticipated to be completed:

[] Fall 20____ [] Spring 20____ [] Summer 20____

[] Within the initial week(s) of _____ term 20____ before enrollment is required

• Describe the goals and objectives of the specific training program, including why it is an integral or critical part of the academic program and how it relates to the student's major field of study:

• Name of Employer (company/organization): _____

• Location of Employer (city/state): _____

• Name of Supervisor: _____

• Number of hours per week: _____

• Dates of Training (mm/dd/yy): Beginning __/__/__ Ending __/__/__

I have reviewed the student's academic record and verify the above to be true and correct. I recommend the student be permitted to engage in J-1 Academic Training for the requested period of training as described on this form.

Signature of student's academic dean or advisor

Printed name of student's academic dean or adviser

Department:

Date:

Phone: _____ E-mail: _____

Section C: FINANCIAL VERIFICATION To be completed for all Academic Training extension requests

Please check and complete the following as appropriate. Give the total estimated financial support to be provided to the student for the entire extension period. **ATTACH APPROPRIATE VERIFICATION. Proof of finances must be attached, e.g., bank statement or letter from sponsoring organization. Failure to do so will delay the preparation process. A signature from the department will suffice as verification if funding is from the University of Kansas.**

- The University of Kansas:** (must be signed by appropriate KU department)

Position _____
Salary for entire period of Academic Training \$ _____

Signature of Dept _____ Name _____ Phone _____

- U.S. Government Agency:** (Do NOT include money received through an U.S. government grant if the funds are not specifically allocated for this individual) (attach proof)

Amount of funding: _____ Source of funding: _____
name of agency

- The Exchange Visitor's government:** (attach proof)

Amount of funding: _____

- The binational Commission of the visitor's country:** (attach proof)

Amount of funding: _____

- All other organizations providing support:** (attach proof)

Amount of funding: _____ Source of funding: _____
name of organization

- Personal Funds:** (Must provide official statement confirming the amount of funds listed below, e.g., bank statement)

Amount of funding: _____

Health Insurance Requirement:

All J-1 students and their J-2 dependents are required to have health insurance during their entire stay in the U.S., including any time on Academic Training. If a J-1 student willfully fails to maintain the required insurance coverage, the student will be subject to termination as a J-1 program participant.

By signing this form I agree to continue the required insurance coverage. My insurance coverage will be with the following company:

Company _____ Expiration date ___/___/___ Policy Number _____

Signature of student: _____ Date _____

Reference: 22 CFR 514.23 (f)