

## J-1 ACADEMIC TRAINING INFORMATION

### What is Academic Training?

Academic Training (AT) is an off-campus employment option available to J-1 students for training related to the field of study listed on the DS-2019. This may include internships, teaching, or research.

### Who is eligible for Academic Training?

Students are eligible for academic training if:

- The student's primary purpose in the US is to study rather than engage in academic training;
- The student is participating in academic training that is directly related to his or her major field of study;
- The student is in good academic standing; and
- The student receives approval in advance from the Office of International Students for the duration and type of academic training.

### The Basic Rules of Academic Training

- A student must obtain an updated DS-2019 with academic training authorization before beginning the employment.
- Academic training is authorized for a specific employer.
- The academic training authorization will have specific start and end dates.
- Academic training must be evaluated for effectiveness for achieving its goals and objectives.

### What are the time limitations on Academic Training?

- Academic Training may be pursued prior to completion of the degree or after completion of the degree. For post-completion academic training, the training/employment start date must be no later than 30 days after the official academic program completion date.
- Academic training may be authorized for a maximum period of 18 months, but not for period exceeding the amount of time the student has been in their J-1 program in the U.S. For example, if your J-1 program in the U.S. is 12 months in duration, you would be eligible for only 12 months of Academic Training.
  - More than 18 months can be approved only if it is required to satisfy the degree requirements for the program of study and it is approved by the Executive Officer.

- Students who have completed a Doctoral Degree and are pursuing post-doctoral training, may be authorized for up to 36 months of academic training, inclusive of all prior academic training done at this level or a lower level of study.
  - Prior to completing the doctoral degree, doctoral students are only eligible for 18 months of pre-completion academic training.

### What does the term "Post-Doctoral Training" mean?

- Post-Doctoral Training after completion of the degree may be off-campus employment and training directly related to the field of study listed on the DS-2019. The position title does not need to be a "Post-Doc" position at a University to be qualified.

### Types of Employment

- Employment may be full-time or part-time. All academic training is counted as full time, even if employment is on a part-time basis. Part-time employment does not extend the maximum duration of academic training permitted.
- A student could choose to engage in full-time academic training before completion of his or her program of study, provided it does not interfere with making normal progress towards completing the program of study and only with approval from the Executive Officer.
- Employment may be paid or unpaid (as long as it does not violate any U.S. Labor Laws).
- Can work only for the employer for which the academic training was authorized.
- Multiple academic training authorizations may be granted within the time limits. A separate academic training application must be submitted to the Office of International Students for each employer.
- Employment must be directly related to the field and level of study.

### When may I apply for Academic Training?

**Students must apply for academic training authorization BEFORE their DS-2019 form expires. You will not be eligible to apply for academic training if your DS-2019 form has already expired.**

### Do I need a Social Security Number?

If you will be paid for your work you will need a valid Social Security Number (SSN). If you need to apply for a SSN, please refer to our [SSN Application Procedures form](#) for details.

### Responsibilities

- While on academic training you are still in J-1 status and The Graduate Center is still your sponsor.
- While on academic training, the J-1 student and any J-2 dependents must maintain health insurance that meets the [minimum coverage requirements](#) of the J-1 regulations. Proof of health insurance coverage and a completed [J-1 Health Insurance Verification](#) Form must be submitted to the Office of International Students with your academic training application.
- You will require a valid travel signature on your DS-2019 form for international travel.
- You are obliged by law to notify the Office of International Students of any changes in address, any legal name changes, or if you end your employment for any reason, by no later than 10 days of the change taking effect.
- You are obliged by law to notify the Office of International Student if you change your legal status to any other legal status in the U.S. or adjust status to U.S. Permanent Resident.
- Periods of unemployment are not permitted while authorized for Post-Completion Academic Training.

### How do I apply for Academic Training?

**Step 1:** Obtain an offer of employment in your field, and ask the employer to complete the Academic Training Application Form. Submit the completed Academic Training Application Form to your Executive Officer or Academic Advisor.

**Step 2:** Ask your Executive Officer or Academic Advisor to complete and sign "Section 3" of the Academic Training Application Form.

**Step 3:** Student completes and signs the [J-1 Health Insurance Verification Form](#) and obtains proof of their health insurance policy that meets [the minimum coverage requirements of the J-1 regulations](#). The health insurance plan must cover the J-1 student and any J-2 dependents for the entire period of the academic training.

**Step 4:** If applying for post-completion academic training, the student must obtain proof of financial support documents to cover the entire period of the academic training authorization. The proof of financial support required is currently \$3,075 per month for living expenses. If you will receive a salary from your academic training employer, you may use the salary amount you will receive toward the total proof of financial support required.

**Step 5:** Make a copy of your passport biographical page with expiration date, J-1 visa, DS-2019 form and I-94 record.

**Step 6:** Submit the following Academic Training application documents to the Office of International Students **BEFORE** your DS-2019 form expires.

1. Completed Academic Training Application Form
2. Completed J-1 Health Insurance Verification Form
3. Proof of Health Insurance Coverage for the period of the academic training.
4. Proof of financial support documents (if applying for post-completion academic training).
5. Copies of your DS-2019 form, J-1 Visa, Passport Biographical Page with expiration date, and I-94 record.

### What happens after submitting the application to the Office of International Students?

Once the Office of International Students receives a completed academic training application, we will evaluate your application, and if approved, issue you a new DS-2019 form with academic training authorization.

The Office of International Students will email you once the new DS-2019 form has been issued and is ready to collect from the Office of International Students.

**Students may not begin their employment until they have received an academic training authorization on their DS-2019 form.**

### What proof of employment authorization can I give my employer?

Your DS-2019 Form will be updated to include academic training authorization stating the employer and the dates of authorized employment. You may provide a copy of the DS-2019 form to the employer as proof of your employment authorization.