

## **ACADEMIC TRAINING INSTRUCTIONS FOR J-1 NON-DEGREE STUDENTS**

### **Important points to understand before applying:**

- As a J-1 student, you may be authorized to participate in a program of practical training called Academic Training (AT) for a total of 18 months but not for a period exceeding the amount of time you have been in the J-1 program in the U.S.
- AT cannot be authorized for longer than the dates mentioned on your job-offer letter (as long as eligibility criteria in #1 are met).
- Regardless of whether your AT is full-time or part-time, it is considered full-time.
- Your AT must be directly related to your major field of study and you must be in status and in good academic standing to be eligible. AT must be granted by the program sponsor (Rutgers) in writing before you are permitted to begin the training.
- AT is authorized for a specific job or jobs within specific start and end dates. It is not “blanket” work permission in your field of study.
- Application for AT is made directly to a responsible officer of the J-1 program, which at Rutgers University is your International Student Adviser (ISA) at the Center for Global Services. For non-degree (exchange) students, the application must contain a recommendation from your advisor at the Center for Global Education. Authorization is given by your ISA in the form of a revised DS-2019 with an Academic Training notation, and is granted, within its regulatory limits, for the length of time necessary to complete the goals and objectives of your training.
- **To be eligible for AT after completion of studies, you must obtain a job offer letter before the expiration on your DS-2019.** The academic training “clock” begins on the start date of your employment **OR** on the 30th day after your program completion date, whichever comes first. (Note: Your training can start more than 30 days after program completion, however as explained here, the training clock would begin on the 30<sup>th</sup> day after program completion, even if the training itself has not yet started).
- Regulations require your AT program to be evaluated for effectiveness in achieving its goals and objectives.
- Your DS-2019 **MUST** be valid at all times through the duration of your program and AT. You must apply for AT authorization before the expiration of your DS-2019.
- While you are on AT you are obliged by law to notify the Center of all changes in your U.S. address within 10 days of the change taking effect (**please refer to the “Change of U.S. Address Instructions” form**).

### **How to Apply for J-1 Academic Training**

1. Obtain from your prospective employer:
  - a. A letter which includes all of the following:
    - Name and address of employer
    - Beginning and ending dates of the training employment
    - Salary
    - Job title
    - A list or explanation of major job responsibilities
2. Show the employer's letter to your adviser at the Center for Global Education and ask him or her to provide either:

The completed and signed "**Academic Official's Recommendation for J-1 Academic Training**" form.

### **OR**

Provide a letter detailing the following:

- The date you will complete your program requirements
  - The goals and objectives of the specific training program (employment offer)
  - How the proposed training being offered relates to your major field of study
  - Why the proposed training is an integral or critical part of your academic program
  - How and when the training will be evaluated for effectiveness and appropriateness (be sure to tell your advisor that this evaluation is a federal regulatory requirement.)
3. Bring to your ISA the following:
    - Employer's letter
    - Proof of funding for months beyond program end date if AT salary does not cover requirements
    - Proof of insurance coverage for months beyond program end date if AT does not include insurance benefits
    - Academic official's recommendation form or letter mentioned above
    - Passport and DS-2019
  4. Authorization will be granted on an updated DS-2019 that notates some specifics of your AT. In no case can AT be granted for a period longer than your academic program itself. If an extension of stay is required to obtain the remainder of your practical training, you will need to apply about two months prior to the expiration of your DS-2019. The new DS-2019 will state that you are applying for an extension for the rest of your practical training allotment.

### **Procedures if you lose or wish to change your job**

Because AT is authorized for a specific job, if you lose your job during the authorized period, your AT authorization automatically expires. You would then be required to leave the U.S. or change to another nonimmigrant status within 30 days of the date you stopped working. If you wish to change your job, you must go through the entire application procedure outlined above (employer's letter, adviser's letter, ISA authorization) prior to terminating the already authorized job and before beginning the new job.