

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 either during or after completion of the period of study.

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.
- 3) You must be in good academic standing (at least 2.00 cumulative KU GPA).
- 4) You must receive written approval for the Academic Training in advance from an international student advisor.

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.).
* An exception for additional time *may be possible* for a student whose degree program mandates additional training –see an ISSS advisor for more details. This exception is not possible for non-degree seeking students.
- 2) Post-doctoral training does not exceed 36 months, authorized up to 18-month at a time (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. Non-degree seeking students also cannot stay in the U.S. more than a total of 24 months (including all study and academic training).

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” form. 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. For example, you may complete a degree on May 31, but not have a job starting until August 1. The authorization needs to be obtained by June 30.

Also note, the clock starts ticking towards the maximum time limitation (of 18 or 36 months) either on the day employment begins or on the 30th day after completion of studies (whether employment begins then or not), whichever occurs first. In the example above, if you have 18 months of Academic Training, the 18-months clock starts running on June 30, not August 1 when the job starts. The authorization will then end 18 months after June 30 even though you haven’t worked the full 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 an **Academic Training Recommendation** form (available from the ISSS Office or on-line at http://www.iss.ku.edu/PDF/j1Forms/Academic_Training.pdf). Also, if your DS-2019 will expire prior to the end date of your Academic Training you will need to complete the financial support and insurance information on the back of the form so that a program extension DS-2019 can be issued.
2. Make an appointment with an ISSS advisor. Allow 30-45 minutes for the appointment. Take your completed **Academic Training Recommendation** form signed by your academic advisor or dean and your current **DS-2019**. If an extension of your DS-2019 is needed you should also provide evidence of financial support and proof of health insurance.
3. If the Academic Training is approved, the international student advisor will provide you with a new DS-2019 containing your Academic Training authorization; it is your **official work permit**. Your employer will need to make copies of it.
4. You may begin employment only **after** the international student advisor has given you the written authorization.

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. Health insurance requirements are available in ISSS or on the web at <http://www.iss.ku.edu/>
- 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 period of your employment to take advantage of any remaining balance, you must apply for a program extension **prior** to the current completion date. You will be in violation of your status if you fail to do so.

EMPLOYMENT ISSUES:

- DO NOT continue working in an on-campus student position once you have completed your academic program.
- DO NOT work before receiving your new DS-2019 with Academic Training authorization, before the authorization start date, 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 new DS-2019 with Academic Training authorization.
- Keep the original DS-2019 with the Academic Training authorization. Your employer should make a copy if they need one.
- If you wish to change employers you must first receive Academic Training authorization for the new employer from your J-1 program sponsor. 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 (or program sponsor if not you are not sponsored by KU) 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 U.S. 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, and a valid DS-2019 showing your Academic Training authorization with a current program sponsor travel signature. 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 and your program sponsor (if not KU sponsored) 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 (non-degree seeking students have other restrictions on the amount of Academic Training allowed). 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 or other name if applicable)

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

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. _____	_____
3. _____	_____	4. _____	_____

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

➤ IMPORTANT! ALL ITEMS MUST BE COMPLETED

- **Educational Level at KU:** [] 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
- **Name of Supervisor:** _____
Surname/ Family Name Given name(s) (middle or other name if applicable)
- **Name of Employer (company/organization):** _____
- **Location of Employer: (street address):** _____
(city / state / zip): _____
- **Number of hours per week:** _____
- **Dates of Training (mm/dd/yy):** Beginning __ / __ / __ Ending __ / __ / __
- **Briefly 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:**

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 advisor
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.**

Funding must support the J-1 and J-2 dependents in the U.S. for the entire period of the Academic Training.

(See inclusive dates for Academic Training on the opposite side of this form.)

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/Family Funds: (Must provide official evidence 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)