ACADEMIC TRAINING WORKSHOP
OFF CAMPUS EMPLOYMENT
FOR J-1 STUDENTS

Center for Global Services at
Rutgers’ Centers for Global
Advancement and International Affairs

globalservices.rutgers.edu
This workshop will explain what Academic Training (AT) is and provide guidance regarding its use.

- Introduction to AT
- Eligibility Criteria
- Responsibilities and Regulations
- Forms
- Procedures for Application and Authorization
Employment is any type of service or activity normally performed in exchange for money, tuition, fees, books, supplies, room, food or any other benefit. Just because you are not paid for the work you perform does NOT mean you do not require employment authorization.

- So what is Academic Training?
  - The term “Academic Training” describes a type of employment authorization which enables J-1 students to hold employment outside their universities for the purpose of gaining experience or additional knowledge in their fields of study.
The Basic Rules of AT:

- AT must be directly related to the student’s major field of study. This may include internships, cooperative education programs, research or independent study.

- Student must obtain updated DS-2019 with AT notation before beginning 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.

- Your AT program must be evaluated for effectiveness in achieving its goals and objectives.
Regulations about the length of training stipulate that:

- AT may be authorized for a total of 18 months, but not for a period exceeding the amount of time the student has been in the J-1 program in the U.S.

- For students pursing post-doctoral research only, the “Academic Training” may be authorized for up to 36 months.
  
  - For post-doctoral training, AT does not exceed a total of 36 months, inclusive of any prior academic training in the United States as an exchange visitor, or the period of the full course of study in the United States, whichever is less.

- Academic Training can be pursued pre or post completion.
Employment can be full-time or part-time, however part time employment does not extend the maximum duration of AT permitted.

Can be paid or unpaid (as long as it does not violate any labor laws).

Can work only for the employer for which the AT was authorized. Multiple ATs can be granted within the time limits, however a separate application must be made for each new employer.

Employment must be directly related to the field and level of study.
You are eligible for academic training if:

- You are in good academic standing
- You are maintaining your legal status; that is:
  - your passport and DS-2019 are valid at all times
  - You continuously pursue a full course of study
  - you report all address changes within 10 days of moving
  - you follow USCIS and Rutgers procedures
- You apply for AT authorization before the expiration of your DS-2019.
Responsibilities

- Remember: While on AT you are still in J-1 status. RU is still your visa sponsor.

- Do not forget to get the travel signature on the first page of your DS-2019 before you travel.

- You are obliged by law to notify Center of changes in address, any legal name changes, and all employment related information within 10 days of the change taking effect.

- You are obliged by law to notify Center of change to any other non-immigrant status.
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Process of Applying

- Attend a workshop.
- Obtain an offer of employment in your field, and bring this offer letter to your program director, academic dean or exchange advisor.
- Have the Academic Official form completed, and gather all other supporting documents for your application.
- Review the checklists provided in the instructions for a list of all the documents required for your application.
- Meet with your International Student Adviser during your ISA’s scheduled “walk-in” hours or by appointment. Bring all the documents for the application with you when you meet with your ISA.
For degree students, form must be filled out by the Graduate Program Director (graduate students) or Academic Dean (undergraduate students).

For non-degree students, form should be completed by your advisor from the Center for Global Education.
Application Checklist

- A letter from your prospective employer 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
  - A complete description of your health insurance benefits
- Information about health insurance benefits
- A completed Academic Official’s Recommendation for J-1 Academic Training
- Valid passport and current DS-2019
If all required documents for your AT application are in order, your ISA will evaluate your application and, if approved, authorize your AT by submitting it to SEVIS electronically.

It can take up-to two weeks for SEVIS to return the data and for your ISA to print out a new DS-2019 for you. The AT authorization is printed on page 1 of your new DS-2019. Once you receive this new DS-2019 you are authorized for the specific job (or jobs) you applied for as part of your AT.

You are required to apply for a new AT for each new position you take. Remember, AT is not blanket permission for off campus employment.

You must always apply for AT before your DS-2019 expires.
THANK YOU FOR ATTENDING

QUESTIONS?

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