



# SETON HALL UNIVERSITY

The Office of International Programs

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## ACADEMIC TRAINING INSTRUCTIONS FOR J-1 STUDENTS

1. J-1 students may be authorized to participate in a program of practical training called "Academic Training" 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.
2. The Academic Training cannot be authorized for longer than the dates mentioned on the job-offer letter (as long as eligibility criteria in #1 are met).
3. Regardless of whether the Academic Training is full-time or part-time, it is considered full-time.
4. The Academic Training must be directly related to the student's major field of study and the student must be in status and in good academic standing to be eligible. Academic Training must be granted by the program sponsor in writing before a student is permitted to begin the training.
5. Academic Training 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.
6. Permission for J-1 academic training is issued by the Responsible Officer of the J-1 program in the OIP. For undergraduate students, the application must contain a recommendation from the academic dean; for graduate students, a recommendation is required from the graduate program director. Authorization is given by the Responsible Officer in the form of a letter and is granted, within its regulatory limits, for the length of time necessary to complete the goals and objectives of the training.
7. **To be eligible for Academic Training after completion of studies, you must present a job offer letter no more than 30 days after the date your academic adviser certifies you completed all requirements for your degree. However, your current DS-2019 must be valid at the time of requesting Academic Training.** The job itself does not have to begin within 30 days of completion, but the academic training "clock" begins no later than the 30th day of your degree completion date, even if the job itself has not yet started.
8. Regulations require your Academic Training program to be evaluated for effectiveness in achieving its goals and objectives.
9. Your DS-2019 MUST be valid at all times through the duration of your program and Academic Training. You must apply for Academic Training authorization before the expiration of your DR-2019 and the completion of your degree requirements in your program of study.

### **To Apply for J-1 Academic Training**

Obtain from your prospective employer the following:

- 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

b. A complete description of your health insurance benefits and a letter from your employer indicating the date your benefits will begin (this information may be included in the letter described above). If no health benefits are given, you will be required to provide proof of alternate coverage for the full period you have been authorized for Academic Training.

Show the employer's letter to your academic dean (undergraduates) or adviser or graduate director (graduate students) and ask him or her to provide either:

Request your academic dean (undergraduates) or adviser or graduate director (graduate students) to complete and sign our "**Academic Training Recommendation Letter**" form **OR a letter detailing the following:**

- The date you will complete/will complete your degree requirements
- The goals and objectives of the specific training program (employment offer) being proposed
- 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 the academic official that this evaluation is a federal regulatory requirement).

Bring to your Responsible Officer your:

- Employer's letter
- Information about health insurance benefits
- Academic official's letter or recommendation form mentioned above.
- Passport and immigration documents

Authorization will be granted in the form of a letter. The initial authorization may not be for a period which extends beyond the ending date on your current Form DS-2019. In any case, it may not be granted for more than 18 months. In no case can the academic training be granted for a period longer than the J-1 student's 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 Academic Training is authorized for a specific job, if you lose your job during the authorized period, your Academic Training authorization automatically expires. You would then be required to leave the U.S. or change to another nonimmigrant status within 30 days of the day 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, Responsible Officer authorization) prior to terminating the already authorized job and before beginning the new job.