ACADEMIC TRAINING FOR STUDENTS IN J-1 STATUS

Please note that this application for Academic Training is only intended for J-1 students on the Winthrop University Exchange Visitor Program. If you are a J-1 student but your DS-2019 is issued by an agency or institution other than Winthrop, you must contact your program sponsor to gain authorization for academic training.

I. What is Academic Training?
Academic training is a type of employment (paid or unpaid) that is directly related to your major area of study and authorized by your J-1 program sponsor. The J-1 program sponsor is who issues your DS-2019 form. Academic Training is designed for students to apply knowledge and skills learned at Winthrop University.

II. Who May Engage in Academic Training?
All J-1 students may apply for academic training either during the course of study or after completion of studies. Students may work part-time while school is in session and full-time during the summer and winter breaks.

III. Approval from your J-1 Responsible Officer
To qualify for “academic training,” you must first obtain approval in writing from the International Center before beginning any employment.

IV. Eligibility
1. You must be in good academic standing at the school named on your DS-2019.
2. The proposed employment must be directly related to your major field of study.
3. Throughout your “academic training” you must maintain permission to stay in the United States, in J-1 student status, and apply for extensions as necessary.
4. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

V. Duration of Academic Training
1. Your employment may be authorized for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time is approved by both your academic advisor and the International Center. It may not exceed the amount of time it took for you to complete your full course of study, or 18 months, whichever is shorter.
2. Part-time employment for academic training counts against the 18 month limit the same as full-time employment.
3. You have only one opportunity for academic training regardless of how many degrees you receive.
4. Academic training before completion of studies will be deducted from the total amount of academic training that you are eligible for.

VI. How to Apply
1. You must apply for and have approval for academic training before the “Program Completion Date” found in Item #3 of your DS-2019.
2. A job offer letter from your prospective employer on company letterhead that includes: job title, a brief description of the “goals and objectives” of your “training program” (your
employment), the dates and location of the employment, the number of hours per week, paid or unpaid, and the name and address of your “training supervisor.” Make sure your employer’s letter includes all of these details. (See the sample letter, attached.)

3. Academic advisor’s recommendation. Give a copy of your employer’s letter to your academic advisor for use in completing the attached advisor’s recommendation form.

4. Bring the job offer letter and the advisor’s recommendation form to the International Center where you will receive a new DS-2019 form extended for your academic training. The extension will be for no more than the time you were a student at Winthrop under your current DS-2019 or 18 months, whichever is shorter.

5. The International Center requires 5 working days to process your Academic Training application so please make sure to bring your paperwork to us at least 5 days prior to the expiration date of your DS-2019.

VII. Authorization to Work
Social Security Number – To put you on the payroll, your employer will need your social security number, which you can obtain by applying for a social security card. Take your passport, visa, I-94 Arrival/Departure Record, your DS-2019, a letter from your employer and a letter from the International Center to the Social Security Administration to apply for your social security card.

VIII. Form I-9, Employment Eligibility Verification – Unless you qualify under a tax treaty between the United States and your home government, your earnings as a J-1 will be subject to applicable federal, state and local taxes, and employers are required by law to withhold those taxes from your paychecks. By April 15 of each year you must file a federal income tax return covering the prior calendar year to determine whether you owe more taxes or have a refund due to you.

IX. Never Work without PRIOR Authorization
As a J-1 student, you may be eligible for employment opportunities in the United States, but employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult with the International Center. Written approval is necessary in advance of starting any type of off-campus employment.
Academic Advisor’s Recommendation Form
J-1 Student “Academic Training” Work Authorization

This form provides the information required to grant employment for academic training to an international student holding a valid J-1 visa. The student’s academic advisor should complete this entire form and sign where indicated. Questions can be directed to Lindsey Hill at hilll@winthrop.edu.

Student Information

Name: __________________________________

Student’s Major: _________________________

1. What are the goals and objectives of this training?
_____________________________________________________________________________________
_____________________________________________________________________________________

2. How does the training relate to the student’s field of study?
_____________________________________________________________________________________
_____________________________________________________________________________________

3. Why is the training an integral or critical part of the student’s program of study?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

As the student’s academic advisor, I approve the requested internship in the student’s field of study. I feel the goals and objectives of the requested internship will allow the student to gain experience and knowledge in his/her field of study. Therefore, I recommend that this student be authorized to participate in this internship through Academic Training as described above.

________________________________________________   _________________________________
Signature of Academic Advisor or Dean    Date

_________________________________________________________  __________________________________
Print Name        Title

International Center of Winthrop University
218 Dinkins Hall, Rock Hill, South Carolina, USA 29733
Phone 803/323-2133 * Fax 803/323-2340
Email international@winthrop.edu
Sample Letter from Employer
To Request Permission to Hire Student using Academic Training

The letter must be on Employer’s Letterhead with return address and telephone number

[Employer’s Return Address]

[Date]

[Students Address]

Dear [Students Name]

This is to confirm that [Name of Employer] is offering you employment as a [Title of Position] for [beginning and ending dates of employment]. This employment will serve as “academic training” based on your [name of academic program] at Winthrop University.

The objectives of your training will be [enter objectives]. The location of your employment will be [company address] in [name of city and state]. Your training supervisor will be [Supervisor’s Name]. The supervisor can be reached by [telephone number] or [email address]. You will be expected to work [full-time or part-time] and this position is [paid or unpaid]

Sincerely,

[Name]
[Title]