

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

J-1: Academic Training

Students in J-1 status may be eligible for Academic Training (AT), which is a temporary period of part or full-time, paid or unpaid employment that is directly related to a student's field of study. This employment may take place when school is in session, during vacation periods, or after completion of a program of study.

Eligibility

To be eligible for AT you must:

- Be enrolled full-time
- Be in good academic standing
- Obtain a specific offer of employment that is directly related to your field of study
- Obtain a recommendation from your Program Coordinator/Class Dean for the specific training

General Guidelines

- The maximum period of AT that can be authorized is 18 months, but it cannot be longer than the total length of your program of study (i.e. if you are enrolled in a 4 month program you will be eligible for a 4 month period of AT).
- Pre-completion AT may be authorized for up to 20 hours per week during the school year, and Post-completion AT may be authorized no later than 30 days after completion of program; an extension of stay will be authorized beginning the day after the program end date on your Form DS-2019 so that you remain in valid J-1 status.
- AT must be approved by both your Program Coordinator/Class Dean and your International Student Advisor (ISA).
- AT is counted at a full-time rate regardless of whether it is full or part-time.
- Earning more than one degree does not increase your time eligibility for AT.
- If you apply for AT after graduation, you must show documentation that you have sufficient funds to cover your housing, food and personal expenses for the additional time period before AT will be authorized.
- You are responsible for maintaining the required health insurance for J-1 Exchange Visitors during your AT.

When to Apply

You must apply and receive AT authorization before you begin employment. For Pre-completion AT you must apply at least one week before you intend to begin your employment. For Post-completion AT you must apply at least one week before the program end date on your Form DS-2019.



How to Apply

STEP ONE:

SECURE EMPLOYMENT

- Obtain a letter from your employer addressed to your Program Coordinator/Class Dean with the following information:
 - The name and address of the company
 - The name and title of your supervisor
 - The exact start and end date of your employment period
 - Whether the internship is full-time or part-time
 - The amount of compensation
 - Description of responsibilities/duties

STEP TWO:

PROGRAM COORDINATOR/CLASS DEAN RECOMMENDATION

- Complete Section I of the “Program Coordinator/Class Dean Recommendation Form” (attached)
- Give the form, along with a copy of your employer letter, to your Program Coordinator/Class Dean and ask him/her to complete Section II

STEP THREE:

MAKE AN APPOINTMENT WITH YOUR ISA AND BRING THE FOLLOWING DOCUMENTS:

- Proof of Financial Support—Documentation that you have enough funds to cover your living expenses for the duration of your AT. If the compensation for your internship/employment will not be sufficient to cover your living expenses, you will also need to provide additional evidence of financial support.
- Employer Letter
- Program Coordinator/Class Dean Recommendation Form
- Passport
- Automated copy of Form I-94
- Proof of Continued Health Insurance -You must sign a new “J-1 Insurance Verification Form” certifying that you have insurance in the amounts required for the J-1 Visitor Program for the duration of your stay
(Available at http://www.wellesley.edu/international/forms_resources)

STEP FOUR:

APPROVAL PROCESS

- The ISA will review the documents and, if approved, will prepare a letter authorizing AT. A new Form DS-2019 will be issued to indicate an extension of stay for AT. You must meet with the ISA to sign your new Form DS-2019 and obtain your employment authorization letter.

PLEASE NOTE: EMPLOYMENT MAY NOT BEGIN UNTIL ALL STEPS ABOVE ARE COMPLETED.

SOCIAL SECURITY NUMBERS

Social Security numbers are unique identification numbers assigned by the U.S. Federal Government. They are required for those who are employed in the United States. If you do not already have a Social Security number, you must obtain one. For more information please review the “Obtaining a Social Security Number” handout available at the Slater International Center.

If you have any questions about Academic Training please contact your International Student Advisor at the Slater International Center, 781-283-2082.

J-1: Academic Training

Program Coordinator/Class Dean Recommendation

Student Applicant: Please complete Section I of this form and have your Program Coordinator/Class Dean complete Section II. You must also submit a copy of your employment offer letter to your Program Coordinator/Class Dean and International Student Advisor.

SECTION I

Name: _____

Telephone #: _____

Current Residential Address: _____

SEVIS ID #: _____

Program Coordinator/Class Dean: The above mentioned student has requested an extension of stay based on Academic Training work authorization. If you feel that the training requested is beneficial to the student, please provide the information requested below in Section II according to the student's letter of employment.

SECTION II

1. Describe the Academic Training requested:

Job Title: _____

Company: _____

Supervisor: _____

Address: _____

Phone number: _____

Dates of training: from ____/____/____ to ____/____/____
mm dd yy mm dd yy

Number of hours/week: _____

2. Describe the goals and objectives of the training program requested:

3. How does the training directly relate to the student's field of study at Wellesley College?

4. Describe how this training is an integral and critical part of the student's academic program:

As the student's Program Coordinator/Class Dean, I believe that the employment requested by the student is directly related to his/her academic program at Wellesley College and is an integral and critical part of that program.

Signature: _____ Date: _____

Name and Title (please print): _____