



Dartmouth College • Office of Visa and Immigration Services

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J-1 Academic Training

Academic Training (AT) is authorized employment available to J-1 students within their field of study. AT is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States. It is available before completion of your program of study as well as afterwards. Before program completion, you may work part-time while classes are in session and full-time during vacation periods. Under certain circumstances, generally for graduate students who have completed all course work, and are working on a thesis, you may interrupt your study to work full-time if the employment is critical to your thesis research.

To qualify for Academic Training, you must first obtain approval in writing from the Office of Visa & Immigration Services (OVIS). We will evaluate the proposed employment in terms of your program of study and your individual circumstances, and decide if it is appropriate. If your J-1 sponsor is an outside agency, and if you are uncertain how to reach your J-1 Responsible Officer, OVIS will help you find out, but has no authority to grant employment permission.

Eligibility

1. Your primary purpose in the United States must be to study rather than Academic Training.
2. You must be in good academic standing at the school named on your DS-2019 form.
3. The proposed employment must be directly related to your major field of study.
4. 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.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your Academic Training.

Limitations - general

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] the academic dean or advisor and . . . the responsible officer. It may not exceed the period of full course of study or 18 months, whichever is shorter. If you receive a Ph.D., however, your post-doctoral training may last as long as 36 months. Additional Academic Training, beyond the 18 or 36-month limit, is allowed only if it is required for the degree.
2. Part-time employment for Academic Training counts against the 18 or 36-month limit the same as full-time employment.
3. Earning more than one degree does not increase your eligibility for Academic Training.

After completion of your program of study

1. Academic Training approved after completion of your program must be reduced by any prior periods of Academic Training.
2. Academic Training following completion of your program of study, generally speaking, must involve paid employment.
3. Whether the other items in the application are ready yet or not, you must obtain a written offer of appropriate employment and present a copy to your J-1 Responsible Officer no later than 30 days after the end of your program, or you will lose eligibility for Academic Training after completion.
4. If you plan to leave the United States after you complete your program of study and reenter the country for J-1 Academic Training, you must obtain employment authorization before you leave. Otherwise you may not be allowed to re-enter. Consult your J-1 Responsible Officer for advice.

The application

1. Submit to OVIS an employment offer letter, from the prospective employer on their company letterhead that includes your 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, and the name and address of your training supervisor.
2. Submit to OVIS the completed Academic Training application form, signed by the student's Academic Dean or Advisor.
3. OVIS will evaluate the Academic Training program and decide whether it is warranted and appropriate. If so, we will write you a letter of approval and issue you a new DS-2019 form.

Employment Limitations:

The written letter of authorization from OVIS is employer and position specific. If your job within the company or institution changes, or if you are offered and accept a position at a new company or institution, you must get a new letter of authorization from OVIS, and a new DS-2019 form. While you are on Academic Training you must notify OVIS of any change in your residential address, or your employer, or you may lose your legal status in the U.S.

Please Note:

- While you are on Academic Training, you are still considered by Homeland Security (DHS) and the State Department to be under the auspices of your host institution; in this case, Dartmouth College. You must still ensure that the advisor from Dartmouth has signed the travel signature space on your DS-2019 form prior to any temporary travel outside the U.S.
- As a J-1 student you are eligible for a variety of work 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 your immigration advisor.