

Academic Training Guidelines for J-1 Students March 2019

Academic training is authorized employment for eligible J-1 exchange visitors that is directly related to the major field of study (noted on the DS-2019) and exposes students to operations in their field and should not be driven by labor needs of the employer.

1. Authorized paid or unpaid employment approved by the program lead in the major field of study and an Advisor in International Student Services,
2. May be completed as part of a degree (pre-completion) or begin no more than 30 days after graduation (post-completion),
3. Post-completion academic training must be at least part-time. Students may have more than one employer and must meet all applicable employment laws.
4. BYU-Hawaii approves post-completion academic training for up to 12 months (exceptions are rare).
5. Proof of health insurance for the period of academic training must be provided to International Student Services.
6. The J-1 student is expected to return home after completing academic training within the 30 day grace period.

Resource

<https://am.nafsa.org/manual/56-j-1-exchange-visitors/373-college-and-university-students/410-academic-training-for-j-1-students>

Eligibility

1. The student is primarily in the United States to study and not for employment.
2. The student is in good standing and has no holds (financial, Honor Code)
3. Approval by an Advisor is given before the starting date for the duration and type of training shown on the DS-2019.
4. Pre-completion academic training is similar in purpose to curricular practical training for F-1 students and requires approval in Handshake. Academic credit is earned toward a degree.

Disclaimer

The student is responsible to meet the requirements for pre-completion and/or post-completion academic training including: maintaining active status, health insurance, informing the International Student Services Office of changes in address and/or employment. BYU-Hawaii may terminate academic training at any time during the approved period if program requirements are not met.

Application Process

- Student meets with department internship coordinator to discuss either pre-completion academic internship before graduation or post-completion employment after graduation.
- Meet with an ISS advisor to discuss the requirements and process.
- Obtain a written employment offer with the following information:
 - Name and address of employer
 - Name and contact information of the supervisor
 - Title of position and description of duties and responsibilities
 - Start and end dates
 - Part-time or full-time and compensation (if any)
- Post-completion employment letters must be approved by the Vice President for Academics to confirm the employment is directly related to the major area of study
- If the post-completion employment is in a non-student position at BYU-Hawaii approval by the Vice President for Academics is required
- If academic training is unpaid, the student must show proof of funds to ISS how he/she will meet personal costs and support for dependents,
- Pre-completion academic training is processed as an academic internship in Handshake

ISS Advisor verifies the department internship course is listed in Mapper and approves internship

ISS Advisor approves academic training in SEVIS and issues an updated DS-2019 to the student

- Student presents new DS-2019 to employer as authorization to work after the start date

After Academic Training

- Student and supervisor complete the evaluation of training and submit to ISS within 10 days
- Student should return home within the 30 days grace period

Health Insurance

The J Exchange Visitor programs requires individuals on academic training to have health insurance during the period of employment in the U.S.

Travel

- If you need to travel outside the U.S. during Academic Training, be sure to travel with a valid passport and visa, the updated DS-2019 (with travel signature) and employment offer letter
- There is no guarantee that Customs and Border Protection (CBP) will permit you to re-enter the U.S if you travel during Academic Training.

ACADEMIC TRAINING APPLICATION CHECKLIST FOR J-1 STUDENT

4 to 6 Months Before Graduation

Student

- Review online resources to learn about requirements for academic training
- Meet with department internship coordinator to discuss pre-completion AT to meet degree internship requirements or post-completion AT
- Obtain a written employment offer that provides at least 20 hours of employment each week. See Alumni and Career Services for assistance
- Meet with an ISS advisor 4 to 6 months before graduation to start the approval process. Make sure encumbrances are removed. Explain insurance requirement and evaluation.

3 Months Before Graduation

ISS Advisor

- Verify eligibility of student for academic training (in active status)
- Send employment offer to the Vice President for Academics to verify employment is related to major
- Obtain clearance from the Dean of Students that student has no conduct restrictions
- Adjust program end date to the end date of AT
- Open **Academic Training History** in SEVIS record and complete the required information:
 - Employer name, address, supervisor contact information, part-time or full-time, hours per week, start and end dates and objectives
- Print new DS-2019 and sign travel section

Student

- Sign DS-2019 in front of Advisor
- Purchase 3rd party health insurance and provides a copy of the card for Sunapsis record
- Show employer DS-2019 as proof of employment authorization
- Complete evaluation form with supervisor and return to ISS Office within 10 days