

## Application for J-1 Student Academic Training

### Summary

Academic Training (AT) is work, training, or experience related to a student's field of study. Appropriate activities vary across disciplines. AT may include internships, practicums, cooperative education programs, and other training related employment. It may occur during the student's studies, after the completion of studies, or a combination of both. AT must be an integral or critical part of the student's academic program. J-1 status is not intended for permanent employment. Information about AT can also be found here: <http://isssspon@umn.edu/jstudent/JStworkoption-offc.html>

### General Academic Training Information

1. If the student's DS-2019 was not issued by ISSS, contact the J-1 program sponsor on the DS-2019 for assistance.
2. The AT application must be submitted to an ISSS adviser during ISSS walk-in hours or a scheduled appointment.
3. Sponsored students should submit their applications to [isssspon@umn.edu](mailto:isssspon@umn.edu).
4. AT authorization must be granted *before* student begins employment. Failure to submit all required documentation will delay authorization. Allow two weeks of processing. Post-completion AT must be submitted *and* approved before the student's academic program completion date (i.e. the current DS-2019 end date).
5. Non-degree students are eligible for pre- and post-completion AT but not mandatory or post-doctoral AT.
6. The student must have health insurance—including health insurance for any J-2 dependents—during AT. The insurance must meet the criteria set by U of MN policy and J visa regulations.
7. The student's AT employment does not necessarily have to begin on the first day of AT authorization. However, the first day of AT authorization is when the student starts accumulating time toward the AT time limit.
8. Once AT has been authorized, time lost due to the employment ending early cannot be reclaimed.
9. If the student wants to change employers or request an AT extension, a new AT application must be submitted to ISSS.
10. If the student's residential address changes during AT, the "Current Mailing" and "Home Permanent" addresses in the student's U of MN account must be updated on MyU. Access <http://isssspon@umn.edu/INSGen/address.html> for instructions.
11. The student must present the new DS-2019 which indicates the AT authorization to their employer.
12. If the student is on U of MN payroll, the student must take the new DS-2019 to the West Bank Office Building for I-9 verification.
13. If the student plans to travel outside the U.S. upon completion of the academic program and re-enter the U.S. to pursue AT, authorization for AT must be obtained before the student departs the U.S.
14. The student should notify ISSS when deciding to permanently depart the U.S. or change visa status during AT.
15. Students should retain a copy of the AT application materials for their records. ISSS will not make copies for this purpose.



## Academic Training Categories

### Pre-Completion Academic Training

- Before completion of the student's degree or academic program
- May be paid or unpaid
- ISSS does not advise full-time AT before completion of required coursework. If a student wants to pursue this option and register for less than a full course load, the student must submit with the AT application a Reduced Course Load form and a letter from the student's academic adviser. The academic adviser letter must indicate:
  - a. The expected completion date of the student's academic program;
  - b. That the training is equivalent to a full course of study; and
  - c. That the training will not interfere with the student's completion of academic program in a timely manner.
- If the student will maintain a full course load during full-time AT, the academic adviser letter must indicate:
  - a. The expected completion date of the student's degree or academic program; and
  - b. That the training will not interfere with the student's completion of academic program in a timely manner.

### Mandatory Program Academic Training

- Before completion of the student's degree
- May be paid or unpaid
- Required by the student's academic program. The student must provide proof to ISSS (e.g. a letter from the student's academic department) indicating that the training is "mandatory" for the academic program.
- Full-time AT may be authorized if required by the student's academic department.

### Post-Completion Academic Training

- The student must receive AT authorization prior to completing the academic program (before the current end date on the DS-2019). The student's AT start date must be within 30 days after the academic program completion date, however, the employment may begin at a later date.
- Must work a minimum of 10 hours per week.

### Post-Doctoral Academic Training

- The student must receive AT authorization within 30 days of completing the academic program. The student's AT start date must be within this 30 day period, however, the employment may begin at a later date.
- The student must receive wages or other remuneration.
- Two 18-months periods of authorization may be possible. An application for the second period of post-doctoral AT must be submitted before the first 18-month period of post-doctoral AT expires.
- Must work a minimum of 10 hours per week.

## Eligibility Requirements

### The Following Criteria Must Be Met

- The student must be primarily in the U.S. to study rather than engage in AT.
- The student's AT must be directly related to the student's major field of study at the U of MN.
- The student must be in good academic standing at the U of MN.
- AT must be done with a specific employer or training site and a job offer letter is required.
- The AT employment is supported by student's academic adviser.
- The student must receive AT authorization from ISSS *before* beginning employment. Post-completion AT requests should be submitted *before* end date on student's current DS-2019.



### Additional Eligibility Requirements for Post-Doctoral Academic Training

- Must meet the general eligibility requirements above.
- The main purpose must be to gain new skills or expertise—rather than mere employment of which the main purpose might be to generate income.
- The training must have a research component, but need not be exclusively research.
- The training must be supervised by someone qualified to facilitate the student’s training. For example, a senior researcher or faculty member with a Ph.D., capable of evaluating, guiding, and providing insight to the student’s work would qualify.

The training may occur at either an educational institution or a non-educational organization such as a private research institute, business, or other location consistent with the training objective.

## Time Limits

The student is authorized to participate in AT for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time:

- **For pre and post-completion AT:** Does not exceed 18 months, inclusive of any prior AT in the U.S. in J-1 status, or the duration of the student’s academic program in the U.S., whichever is less.
- **For mandatory AT:** Is allowed for the student to satisfy the mandatory requirement(s) of the academic program. A student authorized for 18 or more months of mandatory AT is not eligible for post-completion AT.
- **For post-doctoral AT:** Does not exceed a total of 36 months, inclusive of any prior AT in the U.S. in J-1 status, or the duration of the student’s academic program in the U.S., whichever is less. Post-doctoral AT will be authorized in 18 month increments, and a new DS-2019 shall be issued for each 18 month period.

## Application Checklist

Submit the following documents with an ISSS adviser to apply for AT:

- 1. Photocopy of passport identity and validity pages (if renewed) and of most recent entry visa.
- 2. Completed Reduced Course Load form (if student is applying for pre-completion AT and plans to register for less than a full course load)
- 3. Documentary evidence of all funding, dated within 30 days
- 4. Completed “Application for J-1 Student Academic Training” (pages 4-7 of this document)
- 5. A letter of recommendation from the student’s academic adviser describing the training program including:
  - a. The goals and objectives
  - b. Location
  - c. The name and address of the training supervisor
  - d. Number of hours per week
  - e. Beginning and ending dates
  - f. How the training relates to the student’s major field of study
  - g. Why the training is an integral or critical part of the student’s academic program
  - h. (If applicable), a recommendation that the student receives AT authorization during their first semester
- 6. **For post-doctoral training applicants**, in addition to the above requirements, the letter of recommendation from the academic adviser must indicate:
  - a. A description of the training aspect of the activity
  - b. That the student is doing “post-doctoral training”
  - c. “Research” is part of the activities performed
  - d. That the activity is supervised by someone qualified to facilitate the training mission of the AT activity
- 7. An offer letter from the student’s prospective AT employer. The letter should include:
  - a. The beginning and ending dates of training
  - b. The number of hours per week
  - c. Funding (salary/stipend) amount



Application for J-1 Student Academic Training

Student Information

Name: \_\_\_\_\_ U of MN ID#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ U of MN Email: \_\_\_\_\_

1. Have you or has anyone else filed an application with USCIS for an employment-based visa (I-129) or permanent resident status (I-485) on your behalf?  Yes  No (If "yes," please consult with an ISSS adviser.)

2. Are you subject to the 2-year home residency requirement?  Yes  No  Applied for waiver  Waiver was granted

3. Academic program indicated in box #4 of DS-2019:  Doctorate  Master's  Bachelor's  Non-Degree

4. Have you completed all required coursework for your academic program?  Yes  No

5. Have you completed all requirements for your academic program?  Yes. I completed my academic program on (dd/mm/yyyy) \_\_\_\_\_  No. I plan to complete my academic program on (dd/mm/yyyy) \_\_\_\_\_

6. I have been registered at the U of MN from \_\_\_\_\_ to \_\_\_\_\_ semester and year semester and year

7. Have you been previously authorized for any AT as a J-1 student?  No  Yes, I have been authorized for \_\_\_\_\_ months of AT.

8. Academic Training Category:  Pre-completion  Mandatory  Post-completion  Postdoctoral

9. My academic training will be:  Full-time  Part-time (20 hours/week maximum)

10. My AT authorization period will be from \_\_\_\_\_ to \_\_\_\_\_ date date

11. Academic Training Employer: \_\_\_\_\_ Employer Name Street Address (not P.O. Box) \_\_\_\_\_ City State Zip Code



## J-2 Dependent Information

Do you currently have J-2 dependents in the U.S.?

- No, I do not have a spouse and/or children, or I do not need a J-2 DS-2019 for my spouse and/or child. Go to Page 4
- No, but I am requesting a J-2 DS-2019 for my child(ren) under 21 years of age and/or spouse.  
Please complete the information on the next page for each dependent requesting a J-2 DS-2019. Do not include family members who are U.S. citizens, U.S. permanent residents, or those born in the U.S. ISSS will create a U of MN ID number for each dependent who needs one. Indicate information exactly as written in dependent's passport.
- Yes. I have \_\_\_\_\_ J-2s in the U.S.  
For each dependent that needs information changed on their DS-2019(s), provide the dependent's name and the needed information change(s) on the following page. Indicate names exactly as written in dependent's passport.

### Dependent #1

- I am requesting that a J-2 record and DS-2019 are created for this dependent.
- This dependent is already in the U.S., and the following is information to be updated.
- This dependent will not continue their J-2 status. Please cancel the J-2 SEVIS record and DS-2019 for this dependent on (date): \_\_\_\_\_ . (If this is chosen, the dependent may not return to the U.S. unless a new DS-2019 is requested.)

U of MN ID # (if known): \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_

Last Name: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_

Gender:  Male  Female

Relationship to J-1:  Spouse  Child

### Dependent #2

- I am requesting that a J-2 record and DS-2019 are created for this dependent.
- This dependent is already in the U.S., and the following is information to be updated.
- This dependent will not continue their J-2 status. Please cancel the J-2 SEVIS record and DS-2019 for this dependent on (date): \_\_\_\_\_ . (If this is chosen, the dependent may not return to the U.S. unless a new DS-2019 is requested.)

U of MN ID # (if known): \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_

Last Name: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_

Gender:  Male  Female

Relationship to J-1:  Spouse  Child



## Estimate of Expenses from Now Until Your New DS-2019 Will Expire

Undergraduate Tuition Rates for 2015-16 Per Semester			Graduate School Tuition Rates for 2015-16 Per Semester		
	Resident	Non-resident		Resident	Non-resident
Per credit	\$471	\$795	Per credit	\$1,321	\$2,043
13 or more credits	\$6,120	\$10,330	6-14 credits	\$7,922	\$12,254

See [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/index.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html) for U of MN professional school rates and additional information. If you have an assistantship, calculate your tuition in the next section. If not, go to line 6.

### Assistantship

1. Percentage time (e.g. 25%) \_\_\_\_\_%
2. Multiply "line 1" by 2 (e.g. 25% x 2 = 50%) \_\_\_\_\_%
3. Subtract "line 2" from 100% (e.g. 100% – 50% = 50%) \_\_\_\_\_%
4. Cost of tuition per semester \$ \_\_\_\_\_
5. Multiply "line 4" by the percentage on "line 3." This is the amount of tuition for each semester during the academic year with an assistantship. Use this amount to calculate tuition below. \$ \_\_\_\_\_

### Educational Expenses

6. Tuition \$ \_\_\_\_\_
7. Cost of Student Health Benefit Plan: \$2,254 per year; or students with assistantship: \$219 per year \$ \_\_\_\_\_
8. Books, supplies and fees. Write your estimated cost for the academic year (\$2,000-\$3,500) \$ \_\_\_\_\_
9. Summer tuition, books, supplies, fees, and insurance \$ \_\_\_\_\_
10. Total educational expenses \$ \_\_\_\_\_

### Living Expenses

*This is an estimate of the living expenses for the J-1 student only. Dependent expenses are calculated below. If receiving free room and board from a sponsor, the student should indicate here the cost your sponsor incurs on your behalf and indicate your sponsor as a source of funding for that amount on page 5.*

11. Multiply a minimum of \$1,230 per month times number of months: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

### J-2 Dependent Expenses

*This is an estimate of the expenses—including health insurance—for J-2 dependents. On page 5 the student must provide evidence of funding to cover J-2 dependent expenses from the date of submission of this document until the student's DS-2019 end date. Indicate below the appropriate number of J-2 dependents.*

- |  |  |
|--|--|
| <input type="checkbox"/> 1 dependent: \$691 per month  | <input type="checkbox"/> 3 dependents: \$1,196 per month |
| <input type="checkbox"/> 2 dependents: \$971 per month | <input type="checkbox"/> 4 dependents: \$1,425 per month |

12. Multiply monthly J-2 dependent expenses times the number of months: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

### Total Expenses

13. Add the amounts on lines 10, 11, and 12. Total: \$ \_\_\_\_\_



## Sources of Funding

Indicate the total sources of funding that cover the expenses for (a) the extension period [for extension requests]; or (b) the duration of time from submission of this application through the end date on the student's DS-2019 [for non-extension requests]. J-2 income cannot be used as a source of funding. **Documentary evidence dated within 30 days must be provided for each source of funding (e.g. bank statement, employer letter, financial sponsorship letter, etc.).**

### U of MN Funding

1. Does the U of MN funding come from the U.S. government specifically for the purpose of international educational exchange (This does not include government grants given directly to the U of MN for purposes other than exchange.)?  Yes  No
2. Indicate on-campus employment and income.  assistantship  other \$ \_\_\_\_\_
3. Other U of MN funding (specify): \_\_\_\_\_ \$ \_\_\_\_\_

### Non-U of MN Funding

4. U.S. government agency(ies) (specify): \_\_\_\_\_ \$ \_\_\_\_\_
5. International organization(s) (specify): \_\_\_\_\_ \$ \_\_\_\_\_
6. Exchange Visitor's government \$ \_\_\_\_\_
7. The bi-national commission of the Exchange Visitor's country \$ \_\_\_\_\_
8. All other universities/organizations providing support (specify): \_\_\_\_\_ \$ \_\_\_\_\_
9. Personal funds/savings \$ \_\_\_\_\_

### Total Funding

10. Add the amounts on lines 2-9. \$ \_\_\_\_\_

## Student Certification

I understand that the information in this application will be used to create a DS-2019, and that it is illegal to provide false information. I take financial responsibility for all my educational and personal expenses if the sources of funding specified on this application are delayed or discontinued. The U of MN accepts no responsibility for my financial needs. I know it is possible to lose ISSS/U of MN financial aid if the information I have provided on this application is not consistent with the information on my financial aid application. I understand that it is my responsibility to have health insurance for myself and my J-2 dependents which meets U of MN policy and J visa regulations. I am aware that J-2 dependents are not allowed to earn income in the U.S. without receiving employment authorization from USCIS. Upon my J-2 dependents' arrival (if applicable), I will provide photocopies of their visa documents (passport, visa stamp, and DS-2019) to ISSS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



An ISSS adviser will complete this section.

Documents & Requirements

- 1. Verify that all application materials have been submitted (See Page 3, "Application Checklist")
2. Did ISSS issue the DS-2019? [ ] Yes [ ] No Refer to J-1 sponsor.
3. DS-2019 expiration date: \_\_\_\_\_
4. Is the information on the current DS-2019 still valid? [ ] Yes [ ] No What has changed? \_\_\_\_\_
5. Passport expiration date: \_\_\_\_\_
6. Is passport still valid? [ ] Yes [ ] No If "no," we cannot process DS-2019 request, unless returning home. Refer to home country consulate for renewal.
7. Admission stamp status type: \_\_\_\_\_
8. Admission stamp expiration date or D/S: \_\_\_\_\_ If visa type is not correct, or if there is a date instead of D/S, discuss implications with student.
9. Visa expiration date: \_\_\_\_\_ Visa type: \_\_\_\_\_ Number of entries: \_\_\_\_\_ If visa stamp will expire before reentry, explain that a new visa is needed for reentry except from Canada, Mexico, and other contiguous territories.

Dependents

- 10. Are there J-2 dependents? [ ] Yes. How many? \_\_\_\_\_ [ ] No
11. Does J-2 have work permission? [ ] Yes. Remind about renewal. [ ] No

Registration

- 12. Full-time each semester since arrival? [ ] Yes [ ] No
13. If "no," are RCL forms filed for terms with less than a full course load? [ ] Yes [ ] No Which RCL forms are still needed? \_\_\_\_\_
14. Any holds preventing registration? [ ] Yes [ ] No Which holds? \_\_\_\_\_

Travel

- 15. Is the J-1 traveling? [ ] Yes [ ] No
16. Are the J-2s traveling? If "yes," traveling J-2s need valid reentry signatures on their DS-2019s. [ ] Yes [ ] No
17. Is the J-1 traveling without the J-2(s)? [ ] Yes [ ] No Discuss the implications.

ISSS adviser initials: \_\_\_\_\_

Date: \_\_\_\_\_

