



University of Wisconsin-Eau Claire

J-1 Academic Training

Conditions

1. Your primary purpose in the U.S. must be study rather than “Academic Training.”
2. You must be in good academic standing at the school named on your Form DS-2019.
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, be 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.” And will need proof of insurance for the entirety of your stay in the US.
6. You may not participate in academic training for a longer period of time than your studies.
7. You are responsible to the CIE to keep them updated of your address.
8. You will need to show financial support for the time of your academic training
9. If your J-1 sponsor is an agency (such as IREX, OSI, USAID, AMIDEAST, or LASPAU), then you need to contact your J-1 adviser at the agency, the staff in CIE will help you find it. UWEC cannot grant employment permission for outside agencies
10. You must maintain full time credits. (12 for undergraduate, 9 for graduate)
11. Full time and part time employment is counted the same.
12. Employment without proper authorization is a **serious violation** of your status. Remember that before you start any kind of employment, you must first consult your International Student Adviser whose written approval is necessary in advance.

Application Items You Must Prepare:

Gather and complete the necessary application items listed below. Make photocopies of all documents for the CIE. Make an appointment with an International Student Adviser (836-4411). Application for Academic Training must be made at least two weeks before the end of your academic program.

1. A written offer of employment on **letterhead, with full address, beginning and ending dates of employment and job description**. It must include all of the information outlined in the "Sample: Employer Letter" (copy attached).
2. The completed "Recommendation of Academic Training for J-1 Student by Academic Advisor" form (attached).
3. Your passport, DS-2019 form, and I-94 card.

Note: Your International Student Adviser will evaluate to see if the academic training meets the J-1 regulations. Just because you may have an offer of employment and a recommendation by your Academic Advisor does not mean that academic training will be granted.

Starting Work:

A Social Security Number. To begin paying you, your employer will need your Social Security Number, which you can obtain by applying for a Social Security Card. Please see International Student Adviser in order to complete the necessary steps in order to obtain a Social Security Number.

Form I-9, "Employment Eligibility Verification." When you begin work, you and your employer must complete Form I-9, which requires you to document both your identity and your authorization to work.

Social Security Tax and Other Taxes:

Social Security Taxes. In general, as an F-1 student, you will be exempt from Social Security (F.I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes (see Internal Revenue Service Publication 519, "U.S. Tax Guide for Aliens," which you can order by calling 1-800-TAX-FORM).

Federal, State, and Local Taxes. Unless you qualify under a tax treaty between the United States and your home government, your earnings as an F-1 student will be subject to applicable federal, state, and local taxes. 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 and a Form 8843, "Statement for Exempt Individuals," covering the prior calendar year--whether you owe more taxes or not. *CIE staff members are not able to answer tax questions.*

SAMPLE**Employer Letter**
Please use Company Letterhead

Company XYZ
Employer's Address
Employer's phone number

Date

Ms. Jane Smith
1111 Grand Ave
Anywhere, USA

Dear Ms. Smith,

This letter is to confirm that Company XYZ is offering you employment for 18 months starting June 1, 2006. This employment will serve as "academic training" following your academic program at the University of Wisconsin-Eau Claire.

The **goals and objectives** of your training program with us will be practical experience in designing and building bridges.

The **location** of your training program will be the company headquarters in Atlanta, Georgia. The projects you will be working on are located throughout the city of Atlanta.

Your **training supervisor** will be LuAnn Jones, Director of Engineering and Design. Her **address and telephone number** appear above on the letterhead.

You will be expected to work 40 hours per week. We look forward to having you begin employment on June 1.

Sincerely,

Mr. Joe Turner
Assistant Director of Personnel

Recommendation of Academic Training for J-1 Student by Academic Advisor:

To: International Student Adviser, Center for International Education, University of Wisconsin-Eau Claire

Mr./Ms. _____, a UWEC J-1 student majoring in _____

_____, wants to engage in the “Academic Training” program described below.

DESCRIPTION OF TRAINING PROGRAM:

Employer _____

Job Title _____

Name of Supervisor _____

Address of Supervisor _____

Number of hours per week _____ Dates of training ____/____/____ to ____/____/____

GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM:

RELATIONSHIP OF TRAINING TO THE STUDENT’S MAJOR FIELD:

WHY THE TRAINING IS AN INTEGRAL OR CRITICAL COMPONENT OF THE STUDENT’S ACADEMIC PROGRAM:

As the student’s Academic Adviser or Dean, I have set forth the nature and detail of the academic training program. I approve of the amount of the time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the “Academic Training” program described above.

Name of Academic Advisor/Dept Chair _____

(Signature) (Title) (Date)

Evaluation by Responsible Officer

International Student Adviser’s Signature

Date

International Student Adviser (Print Name)