J-1 Student Employment Workshop

International Student and Scholar Services Vanderbilt University
J-1 Employment Options

• On-Campus

• Off-Campus
  ◦ Academic Training (AT)
J-1 On-Campus Employment

- What does on-campus mean? Employment that occurs on the premises of the university that the student is authorized to attend.

- Eligibility for on-campus employment
  - Good academic standing
  - Full-course of study
  - Specific employment opportunity has been authorized by your International Student Advisor in advance and in writing.

- On-Campus employment is limited to a total of only 20 hours a week while your program is in session.

- You may work more than 20 hours a week on-campus while your program is on official break. There is no maximum limit.
AT (Academic Training) Packet

- AT Basics
  - Definition
  - Eligibility
  - Application Process
  - Time limitations
  - AT Authorization

- AT Application
What is AT?

AT is authorization to participate in training off-campus (be it paid or unpaid).

Academic training is work, training, or experience directly related to a student’s major area of study.

AT may involve sequential or simultaneous activities, with several employers, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.
AT Eligibility

- Student must be in good academic standing.
- AT must be with a specific employer or training site, and be directly related to the major field of study listed on the DS-2019.
- Student must receive written approval in advance from their International Student Adviser before beginning the training.
- Unpaid academic training is authorized only prior to completion of the program, unless the training is significant part of the field and that adequate funding can be provided to cover all expenses.
- AT can only be authorized by the program sponsor (Vanderbilt, Department of State, Fulbright, USAID, etc.)
AT Application Process

- AT Application
  - Signed by Academic Adviser
- Letter from Academic Adviser
- Job Offer
  - On company letterhead
  - Include salary
  - Location of employment
  - Description of training
  - Beginning and ending dates of employment
  - Name of supervisor
- Processing Times
  - Submit to ISSS at least two weeks before the program completion date.
Time Limitations

- Bachelors and Masters degree students are permitted an overall limit of 18 months AT.

- Ph.D. Students are eligible for 18 months of AT and 18 months of Post-Doctoral training for a total of 36 months. A new DS-2019 must be issued for the second 18 months.

- Non-degree students are limited to a total stay of 24 months, including all study time plus any authorized academic training.
Time Limitations

- Students may participate in AT before or after completion of studies.

- The total period of authorized academic training must not exceed the time enrolled as a full-time student.

- Students must have an academic training offer before the program end date, and the training must begin within the 30 day grace period following program completion.

- All AT is counted as full-time, even if employment is on a part-time basis.
AT Authorization

- ISSS facilitates the AT application process
- Final authorization is an AT approval on your DS-2019 with A/RO signature
While on AT

While you are on AT you are still considered a J-1 Vanderbilt student.

Therefore you must:

- Notify ISSS of any address change via the online Change of Address Form
- Maintain health insurance
- Have your DS-2019 signed for travel by ISSS
- Report changes of employment to ISSS
- Complete AT Evaluation
Life after AT

Within 30 days after completing AT, you must do one of the following:

- Depart the U.S.
- Apply for change of status in the U.S. You may not be eligible for this benefit if you are subject to 212(e) (H-1B, L or LPR)
- Begin another J-1 student program.
Questions?

- **Office Hours**
  Monday – Friday: 8:00-5:00

- **Walk-in Hours**
  Monday – Friday: 10am – Noon and 1:30-3:30

- **Student Life Center**
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  Phone: 615-322-2753
  Fax: 615-343-7799
  E-mail: isss@vanderbilt.edu
  Website: www.vanderbilt.edu/isss