



Academic Training Authorization

As a Fulbright student you may be eligible to be considered for Academic Training (AT). Academic training is employment authorized for a specific period of time in order for exceptional students to gain practical experience in their fields, and it must compliment a student's Fulbright program objectives. Students may participate in part-time AT while taking classes, or in full-time AT during the summer break or upon completion of their academic program. In either case, ***authorization for academic training is not guaranteed under any circumstances, but rather, it is contingent upon approval from the U.S. Department of State and your home country Commission or post. The U.S. Department of State reserves the right to deny any requests that involve politicization of scholarly inquiry and/or do not follow the primary program objectives.***

Some Fulbright grantees are eligible to participate in a total of 18 months of academic training. Check with your AMIDEAST adviser for eligibility. There are several restrictions on how you may use these 18 months of training:

1. The full 18 months of AT may only be used if you are approved for some period of AT *during, as well as after,* your academic program.
2. Academic training undertaken upon completion of the academic program CANNOT exceed 12 months.
3. If you are enrolled in a degree or non-degree program less than 12 months in length, AT upon completion of academic program requirements CANNOT exceed the length of your academic program.
4. In some cases, grantees are only eligible for AT during their program of study. Please consult your AMIDEAST adviser to determine your eligibility.
5. Remember, academic training will not be granted automatically.

Eligibility for Academic Training:

1. Your primary purpose in the United States must be for study and not academic training.
2. You must be in good academic standing at the university 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 remain in status according to J-1 visa regulations.
5. You must maintain health insurance coverage for any J-2 dependents throughout the academic training period.

Academic training during your academic program:

- Any period of part-time employment for AT counts the same as full-time employment against the 18 month limit.
- Any AT salary earnings above \$500 (after taxes) will be deducted from your monthly maintenance allowance.
- *You may not participate in academic training during your academic program if participation in it will delay completion of your academic program requirements.*

Academic training after degree completion:

- Post-program academic training must be authorized *before* the completion of your academic program.
- The academic training period after degree completion may not exceed 12 months.

- You will *not* receive financial support from AMIDEAST, your binational Fulbright Commission, or the U.S. Department of State. Your academic training after degree completion must involve *paid* employment, or, you must demonstrate proof of financial support equivalent to the minimum monthly maintenance rate (after taxes) of the respective city where the training will occur.
- A post-program academic training period must begin within 30 days of program completion.
- You will retain your immigration status upon receipt of an updated DS-2019 form from AMIDEAST.
- Your ASPE coverage will continue.
- Your return travel benefits will be provided upon completion of your training, if your original grant makes you eligible.
- Fulbright does not provide any funding for relocating to another city to participate in an academic training opportunity. Additional expenses related to an academic training opportunity are your responsibility.

TO APPLY:

1. Deadline to apply:
 - AT during academic program: **at least 4 weeks** before you expect to begin your training.
 - AT after academic program: **at least 4 weeks** before you expect to complete your degree program.
2. You must submit the following three parts:
 - (a) A letter of Academic Training offer from your prospective employer which includes:
 - Your job title
 - A brief description of your duties
 - The dates and location of the training
 - The number of hours you will be expected to work each week
 - The name and address of your training supervisor
 - Salary to be earned
 - Indication that this is an offer is for temporary academic training rather than a letter offering permanent employment
 - If the letter is for academic training after degree completion, the letter should also acknowledge that the academic training period will not exceed one year as you will be returning home to fulfill your two-year home residency requirement
 - (b) Academic training application completed by your academic adviser or dean (found on the final page of this document).
 - (c) A letter from you requesting academic training: Your letter should indicate your reasons for pursuing academic training, particularly how the training will support the work that you will be doing in your home country when you return to complete the two-year home residency requirement.
3. When all three letters are ready, you should send/e-mail them directly to your AMIDEAST adviser for review.
4. If appropriate, your application will be submitted to your home country Commission or post and to the U.S. Department of State. You should expect a decision from U.S. Department of State to take a minimum of *several weeks*.
5. If you are authorized for academic training, your AMIDEAST adviser will issue written authorization and update your SEVIS record. If you require a new DS-2019 form with your new end date, your advisor will have one issued for you.

ADDITIONAL INFORMATION:

DS-2019 Form: If your approved academic training occurs after degree completion, you will be issued an updated DS-2019 form which will indicate your J-1 academic training status.

Social Security Number: To put you on the payroll, your employer will need your Social Security number. Your Social Security card may already be stamped “Not Valid for Employment”. This stamp does not mean you are ineligible for work; it simply means that no funds will ever go into a Social Security account represented by that number.

Form I-9, “Employment Eligibility Verification”: When you begin your AT, you and your employer must have completed form I-9 which requires you to document your identity and work authorization according to instructions on the back of the form. Of the various items acceptable as proper documentation, you may find that the most efficient combination is your passport, I-94 Departure Record card, a copy of your DS-2019 form, and your AMIDEAST adviser’s written academic training authorization. Your employer, who keeps form I-9, will make copies of the documents you submit and return the originals to you. Form I-9 must be updated any time you receive a renewal of your academic training authorization.

Social Security Taxes: In general, as a Fulbright student you will be exempt from Social Security (FICA) taxes for your first 5 years in the United States, provided you continue to declare non-resident status for tax purposes.

Federal, State and Local Taxes: Unless you qualify under a tax treaty between the United States and your home government, your earnings as a Fulbright student will be subject to applicable federal, state and local taxes. Employers are required by law to withhold these taxes from your paychecks. By April 15th you must file a federal income tax return covering the prior calendar year to determine whether you owe more taxes or whether you can expect a tax refund.

***A Note of Caution:**

As a Fulbright student you are eligible for a variety of work opportunities in the U.S., but employment without proper authorization is a serious violation of your J-1 status, as well as Fulbright policies. Remember, before you begin seeking any type of employment, you must first consult your AMIDEAST adviser, whose written approval is necessary *in advance*.

Cancelling Employment Authorization

If circumstances require you to end your employment before you anticipated, you must inform your AMIDEAST adviser to have your SEVIS record updated. Similarly, if you choose to end your employment early, you must inform your AMIDEAST adviser.

TO: AMIDEAST – Fulbright Scholarship Program, 1730 M St., NW, Suite 1100, Washington, DC 20036
RE: Work Authorization Information Sheet (used for Academic Training or On Campus Employment)

STUDENT NAME: _____ **SEVIS ID:** N _____

DEGREE/FIELD: _____ **UNIVERSITY:** _____

Dear AMIDEAST J-1 Responsible Officer,
The student named above would like to be authorized for on-campus employment OR considered for participation in the academic training program described below.

PLEASE CHECK ONE: ON CAMPUS EMPLOYMENT ACADEMIC TRAINING

Employer name: _____ Job title: _____
Training Supervisor: _____ Duties: _____
Address: _____

Hours per week: _____ Rate of Pay: _____
Start Date: _____
End Date: _____
Telephone: _____
Email: _____

How does the employment relate to the student's major field of study? _____

IF ON CAMPUS EMPLOYMENT:
Employment is associated with: Assistantship Fellowship Scholarship Other _____
Will this on campus employment reduce the amount of the student's tuition? Yes No If yes, by how much? _____

IF ACADEMIC TRAINING, Academic Advisor/Dean must complete the following (use additional pages if necessary):

- (1) Please thoroughly describe the goals and objectives of the proposed academic training program:

- (2) Why is the proposed academic training program an integral or critical part of the academic program of this Fulbright student?

As the student's academic adviser or dean I have set forth the nature and details of the on-campus employment or academic training program. I approve of the amount of time requested as necessary to complete the goals and objective of the training. I understand that if approved, the student is still subject to the two-year home residency requirement. With this letter I recommend that you authorize this student to participate in the on campus employment or Academic Training program that I have described.

ACADEMIC ADVISER/ DEAN:
Name: _____
Title: _____
Signature: _____ **Date:** _____
E-mail: _____
Phone: _____

FULBRIGHT GRANTEE: *I have read the employment authorization instructions and understand the conditions and limitations.*
Fulbright Grantee Signature: _____
Date: _____