



To: Prospective Employers of J-1 Visa Exchange Visitors

Foreign students with J-1 visas may, either during or following their course of study, work off campus in their field of study. This employment benefit is called Academic Training. Authorization for employment of this type is found at 22 CFR 514.23 (f). Employment of this type requires approval of the Responsible Officer (RO) or Alternate Responsible Officer (ARO) of the sponsoring organization of the J-1 Visa Exchange Visitor.

All employment of this type must be directly related to the student's field of study. To help the RO and ARO in determining the eligibility of employment, we request that the employer complete the attached form. This will help determine if the proposed employment is an integral part of their program as an exchange visitor.

Academic Training may be either part or full time. However, authorization for full time employment at times when school is in session and the student is taking a full load of courses will **only be done** if there is a compelling reason to do so.

The total amount of academic training may not exceed the amount of time spent in the full course of study. Regardless of the length of the program, the total training period may not exceed 18 months. All forms of academic training – both part and full time – are counted as full time. Post-completion academic training must commence no later than 30 days after completion of course of study.

Employment under the rubric of Academic Training is a part of the Exchange Visitor Program and is authorized for purposes of the Immigration Reform and Control Act (IRCA) Evidence that the student is in status (as provided by the DS-2019 and I-94) and a letter from the RO or ARO granting Academic Training should suffice for purposes of completion of form I-9 [Cf. 8 CFR 274a.12(b)(11)].

Persons using Academic Training retain the status of non-immigrant J-1 visitors. As such, they may be exempt from social security tax withholding and reporting requirements. It is important to note that persons using Academic Training should not begin employment until they have obtained authorization from their RO or ARO.

If you have any questions, or would like additional information, please feel free to contact the Center for International Education at 510-885-2880 or cie@csuhayward.edu.

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