

GENERAL INFORMATION
J-1 students are required to obtain employment authorization for on campus or off campus employment. Academic training is a type of employment authorization that will allow students to work off-campus to obtain training related to a student's field of study. Employment can be paid or unpaid. Students can participate in academic training pre-completion or post-completion of studies.
ELIGIBILITY
<ul style="list-style-type: none"> ▪ Must be in valid J-1 student status ▪ Must be in good academic standing ▪ Must receive approval in advance from International Center ▪ Training must be directly related to major field of study ▪ Students participating in pre-completion academic training must be enrolled full-time
TIME LIMITATION
Generally academic training period is a maximum of 18 months, including before and/or after program completion. The total number of months cannot exceed the amount spent in the full course of study. For post-completion academic training the 18 months starts the day of completion of program.
Post-doctoral students may be allowed an additional 18 months of post-completion academic training for a total of 36 months. You must apply for the second period of academic training at least 30 days prior to the end date of the first 18 month period.
For post-completion academic training you must apply prior to the completion of your studies in order to maintain a valid DS-2019.
Employment must start within 30 days of completing your program.
APPLICATION PROCESS
<p>Step 1: Review information about academic training</p> <p>Step 2: Meet with your academic advisor regarding your plans and to determine your completion date (for those applying for post-completion)</p> <p>Step 3: Have your academic advisor write a letter recommending the academic training. The letter must include the following:</p> <ul style="list-style-type: none"> ▪ Verify date of completion of degree ▪ Goals and objectives of the specific academic training program ▪ The location of the academic training, the name and address of the training supervisor, number of hours per week, and dates of the academic training ▪ How the academic training relates to the students' major field of study; and ▪ Why it is an integral or critical part of the academic program of the student. <p>Step 4: Obtain an employment offer letter from prospective employer</p> <p>Step 5: Submit all required forms to the UCI International Center for review. Allow 7 working business days for processing.</p> <p>Step 6: The International Center will issue a new DS-2019 and Employment Authorization Letter.</p>
INFORMATION FOR STUDENTS ON POST-COMPLETION ACADEMIC TRAINING
ENROLLING IN CLASSES
While on post-completion academic training your primary purpose for being in the USA is to continue to engage in academic training you may only enroll in classes that are incidental. Being admitted to a degree or certificate program at another US school or/and enrolling full-time will end your academic training. Your SEVIS record will be required to be transferred from UCI to the new school.
SEVIS REPORTING REQUIREMENT
While on academic training you are in J-1 student status and must continue to report information to the UCI International Center for SEVIS reporting. Reporting must occur within 10 days. Information that must be reported:
<ul style="list-style-type: none"> ▪ Change of name ▪ Change of address ▪ Complete training early ▪ Intent to enroll in a new degree program ▪ Return to home permanently
SOCIAL SECURITY NUMBER
Individuals employed in the USA must have a Social Security Number (SSN). If you do not have an SSN you will need to apply for one in order to work. To apply you must present a valid DS-2019, passport, I-94, and employment verification letter. For additional information about SSN visit www.ssa.gov .

TAXES IN THE U.S.

Individuals employed in the USA generally are required to pay taxes on their income. For additional information about federal taxes visit the Internal Revenue Service website at www.irs.gov and the California Franchise Tax Board at www.ftb.ca.gov for information about California state taxes.

The International Center usually offers a tax workshop in March of each year. Visit the WWW.IC.UCI.EDU for information.

TRAVEL

If you will be travelling outside the USA during academic training, you will need to obtain a travel signature from the UCI International Center.