



Center for Global Education & Field Study
International Student & Scholar Services (ISSS)
14 East Cache La Poudre Street
Colorado Springs, CO 80903
Tel: (719) 389-6024
Email: iss@coloradocollege.edu

Academic Training Authorization for J-1 Exchange Visitors

J-1 Academic Training (AT) provides J-1 Student Exchange Visitors with the opportunity to gain practical experience in their academic field of study. AT is authorized by your J-1 program sponsor and does not require further authorization from the U.S. Citizenship and Immigration Services (USCIS) or U.S. Department of State (DOS). In most cases, International Student & Scholar Services (ISSS) at Colorado College has issued your Form DS-2019 and is, therefore, your J-1 program sponsor. ISSS advisors will also serve as your J-1 Responsible Officers, thus being able to evaluate your documents and authorize you for AT. If your Form DS-2019 was not issued by Colorado College, and if you are uncertain how to reach your J-1 Responsible Officer, then contact ISSS for assistance.

Eligibility

AT is available during your academic program and/or upon its completion. The following eligibility criteria must be met:

1. Your Form DS-2019 must be unexpired; thus, you must apply for AT prior to completing your course of study.
2. You are in the U.S. in J-1 student visa status.
3. You must be in good academic standing.
4. The proposed training (internship, research, etc.) must be directly related to your field of study at Colorado College.
5. You must maintain the following minimum health insurance coverage, as required by the U.S. Department of State, for yourself and any J-2 dependents throughout your AT:

U.S. Department of State Required Health Insurance Coverage for J-1/J-2 Exchange Visitors

Item	Minimum requirement
Medical Benefits	\$100,000 per person per accident or illness
Repatriation of Remains	\$25,000
Medical Evacuation	\$50,000

In addition, any medical insurance policy secured to fulfill the insurance requirement must:

- Not have a deductible that exceeds \$500 per accident or illness
- Cover pre-existing conditions after a reasonable waiting period
- Include a provision for co-payment that does not exceed 25% co-pay by the Exchange Visitor
- Not exclude benefits for perils inherent to the activities of the Exchange Visitor's program

Also, any policy, plan, or contract secured to fill the above requirements must, at a minimum, be:

- Underwritten by an insurance corporation having an A.M. Best rating of “A-” or above; a McGraw Hill Financial/Standard & Poor’s Claims paying Ability rating of “A-” or above; a Weiss Research, Inc. rating of “B+” or above; a Fitch Ratings, Inc. rating of “A-” or above; a Moody’s Investor Services rating of “A3” or above; or such other rating as the Department of State may from time to time specify; OR
- Backed by the full faith and credit of the government of the exchange visitor’s home country; OR
- Part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; OR
- Offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.

Finally, please note that you and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act (ACA).

Time Limitations

AT may be authorized for the length of time necessary to complete the goals and objectives of the training within the following limitations:

1. The AT is approved by both your Academic Advisor and your Responsible Officer.
2. For degree-seeking students: AT may not exceed the amount of time it took for you to complete your full course of study or 18 months, whichever is shorter.
3. For non-degree seeking students: AT may not exceed the amount of time you’ve spent engaged in academic studies. The total duration of a non-degree program, including academic study and training, may not exceed 24 months.
4. Both part-time and full-time employment count against your total available AT time.

If you are applying for AT upon completion of your program of study, please note that:

1. Any prior periods of AT will be deducted to determine your total available AT time.
2. Unpaid AT is permissible if you are able to prove that you have adequate financial support, such as funding from your home government or adequate personal funds. This support must be approved by your J-1 program sponsor before you can engage in unpaid AT.

Application Process

1. Obtain an offer letter from a prospective employer related to your field of study. This will need to be shared with both your Academic Advisor and ISSS. A sample letter can be found at the end of this packet. This letter should be printed on official company letterhead with an original signature and contain the following information:
 - a. The start and end dates of your training.
 - b. The number of hours to be worked per week.
 - c. The name, address and phone number of your training supervisor.
 - d. Salary information.
 - e. A brief description of the work to be performed, including the location of the training.
2. Meet with your Academic Advisor at Colorado College to complete the Letter from Academic Advisor for Academic Training Form. Submit this form and your offer letter to ISSS.
3. Schedule an appointment with an ISSS advisor and bring the following additional documents:
 - a. Form DS-2019
 - b. Valid passport
 - c. J-1 visa
 - d. Form I-94 (this may be an electronic printout or paper card)
 - e. Proof of health insurance for yourself and any dependents.
4. After reviewing these documents and determining the amount of time you're eligible to participate in AT, OIP will issue a letter authorizing you for AT and update your Form DS-2019 as needed.

Please Note:

- You must apply and be approved for AT before your program end date listed on your Form DS-2019.
- Your AT should commence no later than 30 days after your program end date.
- All AT authorization, regardless of it being full or part time, will count as full time against the time you are allowed for AT.
- You may engage in AT anywhere in the United States. If want to pursue AT after you complete your program of study at CC and wish to remain in Colorado Springs, you will no longer be eligible to live on campus or partake in CC student benefits. You will need to seek non-student positions available through the Human Resources website.

- You may begin engaging in AT as of the date it is authorized by ISSS and continue to participate as long as your Form DS-2019 remains valid. This AT authorization is employer specific; therefore, you must request new AT authorization (using the application process above) if you change employers.
- You are responsible for notifying ISSS of a change of address within 10 days of the change.

Travel and Re-Entry

If you plan on leaving the United States after you complete your program of study and re-enter the country for J-1 Academic Training, you must obtain employment authorization before you leave. Otherwise, you may experience difficulty when attempting to re-enter.

If you wish to depart the United States during your authorized period of AT, you may return for the remaining authorized period provided you have all of the following documents to present at the U.S. port of entry:

1. A valid passport
2. A valid Form DS-2019 that has been properly endorsed for travel
3. A valid J-1 visa
4. A letter from your J-1 sponsor authorizing AT
5. A letter from your current employer explaining you are returning to the U.S. to continue working following your trip abroad

The completion of your AT is followed by a 30-day grace period during which time you may either depart the United States, transfer to another institution, or change to another status. Employment is not allowed during this 30-day grace period.

Questions? Please visit ISSS or contact us at iss@coloradocollege.edu.

LETTER FROM ACADEMIC ADVISOR FOR ACADEMIC TRAINING

TO: International Student & Scholar Services

FROM:

Advisor's Name and Title

DATE:

RE: Academic Training for

Student's Name

1. Description of the Training Program

Job Title:

Training Supervisor Name:

Address:

Phone:

Fax:

Email:

Dates of Training:

From

To

Hours per week:

Salary:

per:

2. Goals and objectives of the training program:

3. How does the training relate to the student's major field of study?

4. Why is the training an integral/critical part of this student's academic program?

Signature of Academic Advisor:

SAMPLE EMPLOYER'S LETTER For J-1 "Academic Training"



Friendly Green Employer, Inc.
123 York St.
Oakland, CA 94610
Ph: 510-545-3208

Date

Ms. Polly Ester
123 Pikes Peak Lane
Colorado Springs, CO 80907

Dear Ms. Ester,

This is to confirm that Friendly Green Employer, Inc. is offering you employment as a marketing intern for 3 months starting June 1, 2016. Your salary for this period of employment will be \$9,000, plus benefits. This employment will serve as "academic training" following your exchange program at Colorado College.

The objectives of your training will be to work with clients and to assist the marketing manager with the international social media campaigns for our new products.

Your training supervisor will be Ms. Sunny Day, Senior Marketing Manager. Her address and telephone number appear above on the letterhead.

You will be expected to work 35 hours a week.

On behalf of the company, I welcome you to Friendly Green.

Sincerely,

Justin Time
Director of Human Resources