
J-1 STUDENT EMPLOYMENT

What is J-1 Student Employment?

There are 3 types of J-1 student employment:

- Employment pursuant to the terms of a scholarship, fellowship or assistantship.

Some students may have this type of employment as part of their admission to The New School.

- Employment that occurs on the premises of The New School.

This refers to on-campus employment in other offices and departments at The New School.

- Employment off-campus based on serious, urgent, and unforeseen economic circumstances.

Students seeking employment based on economic need must be able to provide proof that the need for employment is “serious, urgent, and unforeseen”.

Who is eligible for J-1 Student Employment?

J-1 students in good standing are eligible for any of these employment options. Full-time enrollment must be maintained during periods of employment.

What limitations apply to J-1 Student Employment?

Students must receive authorization on their DS-2019s before they begin any of the above listed types of employment.

Employment is limited to a total of 20 hours per week while classes are in session, and can be full-time (more than 20 hours per week) during official school breaks. Students may receive approval for more than one type of employment, but the total number of hours between all jobs cannot exceed 20 hours per week while school is in session.

How do I apply for J-1 Student Employment?

Students must submit an offer of employment to ISS for an advisor to review. The job offer must specify the start and end date of employment, as well as the number of hours per week to be worked. If the employment meets the requirements for J-1 employment, the advisor will issue a new DS-2019 with the proper authorization.

You cannot begin working until you have received authorization on your DS-2019, and you must stop working once the authorization end date has passed.

ACADEMIC TRAINING

What is Academic Training (AT)?

Academic training is an opportunity for J-1 students to seek work, training, or experience related to their field of study. Such training can be paid or unpaid, part time or full time, and pre-completion or post completion. Students may engage in AT with multiple employers, as long as authorization is granted for each one.

Who is eligible for Academic Training?

All students maintaining J-1 exchange visitor status, both degree and non-degree, are eligible to apply for Academic Training.

Length of Academic Training

All non-doctoral students are limited to a maximum of 18 months of academic training, or a period equivalent to the length of the full course of study, whichever is less. Degree students whose programs specifically require more than the maximum amount of training may be eligible for additional time.

Doctoral students are eligible for up to 36 months of AT at the post-doctoral level, including all prior academic training done at lower levels of study.

What limitations apply to Academic Training?

Students must receive authorization on their DS-2019s **before** they begin Academic Training. Training must be in the student's field of study and must be approved by the student's department prior to authorization.

Students who will participate in Academic Training after the completion of their studies must submit the Academic Training form within 30 days of completion of studies.

How do I apply for Academic Training?

Before applying for academic training, you must meet with an ISS advisor to determine your eligibility and receive the Academic Training information sheet and application form. You must submit the AT form to ISS after it has been filled out by your academic department and your employer.

If the documentation meets the requirements for Academic Training, the advisor will issue a new DS-2019 with the proper authorization.

You cannot begin working until you have received authorization on your DS-2019, and you must stop working once the authorization end date has passed.

ADDITIONAL EMPLOYMENT INFORMATION FOR J-1 STUDENTS

Complying with J-1 regulations regarding employment is your responsibility, so you must take the lead in monitoring whether or not you are eligible for any type of J-1 employment. If you are uncertain whether you are eligible for an employment option, contact the ISS office to schedule an appointment with an International Student Advisor. It is important to know whether you are eligible to work **before** you start any employment. You must take full responsibility for your actions, so make sure that you know the parameters within which you may be employed, and make sure that your employment plans are in compliance.

Once you have been offered a position and have received the necessary authorization, you should attach the following **copies** to your Form I-9 (a form you must submit to your supervisor when you first begin working):

- Passport bio pages (includes your picture and passport expiration date)
- I-94 card (front & back) stapled in your passport
- Current DS-2019

When completing forms with your supervisor, you should follow special directions for completing Forms W-4 and IT-2104.

