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 who are engaged in a full course of study are eligible for any of these employment options.

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?
Please contact an ISS Advisor who will evaluate your eligibility for employment. Eligible 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. Approval may be valid up to 12 months and is withdrawn when the student transfers to another organization or is terminated.

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.
ON-CAMPUS EMPLOYMENT

On-campus employment is the easiest employment option for J-1 students to use. However, it **DOES require written authorization** and that you be in compliance with all J-1 regulations.

In other words, you must—
- Be and have been enrolled full-time for every fall and spring semester since you began this J-1 status;
- Have a current passport;
- Have a current I-94 card noted with “J-1 D/S”;
- Have a current DS-2019 that accurately reflects your program of study;
- Have not worked without appropriate authorization;
- Have followed all other regulations pertaining to J-1 status.
- Have written authorization from the institution which issued your DS-2019.

**Eligibility:** If all the above is true, then you are eligible for on-campus employment. You are eligible to begin on-campus employment immediately upon entry into the USA in J-1 Student status. However, you must not work more than 20 hours per week while classes are in session. You can work up to 40 hours per week **ONLY** during official school breaks.

Likewise, **you are required to stop working on campus once you have completed all the requirements for your program of study.** The graduation ceremony is **NOT** a requirement for your program of study. For most students, the last day you are allowed to work on campus is the last official day of classes in the semester just before graduation. For graduate students, it is once all your work on your thesis or final project has been completed.

Please note that many on-campus jobs are funded by US government College Work Study grants. These are for US citizens and Permanent Residents ONLY. When looking for an on-campus job, always ask if the wages are paid from an On-Campus Student Employment (“OCSE”) account. J-1 students enrolled full-time are eligible to take these jobs.

On-campus employment means that you may work for the following employers only:
- The New School
- Chartwells Food Service (Main Campus only)

Any other employer is NOT considered to be an on-campus employer, and you may not work for any other employer thinking that you can work under the terms of “On-Campus Employment.”

**Instructions.** Schedule an appointment to meet with an International Student Advisor, in order to find out the documents that you will need to submit to gain written authorization.

**Special instructions for internationals applying for on-campus employment.** 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 I-20 (front & back).

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

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for on-campus employment. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an International Student Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions.
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.

Doctrinal 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 before the end date printed on their DS-2019 and begin Academic Training 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.
SEVERE ECONOMIC HARDSHIP

Employment authorization based on Severe Economic Hardship is not available to students who are simply in great economic need. To be eligible, students must be able to document that they carefully planned their financial support for their entire program of study, but due to unforeseen circumstances beyond their control, their financial support is now inadequate.

Examples of unforeseen circumstances beyond your control include large medical or dental bills in your family, serious illness, death, unanticipated business problems for your sponsor, natural disasters, or sudden devaluation of currency in your home country.

Eligibility. To be eligible for employment authorization based on Severe Economic Hardship, the following must all be true and you must have documentation to prove it:

- You have been enrolled full-time for every fall and spring semester since beginning your J-1 status;
- Have a current passport;
- Have a current I-94 card noted with “J-1 D/S”;
- Have a current IDS-2019 that accurately reflects your program of study;
- Have not worked without proper authorization;
- Have followed all other J-1 student regulations;
- Have been in compliance with the above-listed criteria for at least two academic semesters.

Key to a successful application: be able to document that you carefully planned your financial support (usually the original financial documentation used to apply for a DS-2019) but then also document that due to events outside your (or your sponsor’s) power to control, your plans were negatively affected.

- Have made a strong effort to obtain on-campus employment or be employed on-campus but not been able to earn enough to cover the difference caused by the failure in your financial support.

- Explain how and why employment will not interfere with your full-time studies

Application Process. If you think that you may qualify for employment authorization based on Severe Economic Hardship, make an appointment to discuss your case with an International Student Advisor. Bring any documentation that you have that might support all of the arguments described above.

If your case seems eligible, an International Student Advisor will give you a packet of forms to complete and a list of required documents to submit. When all is assembled, you will submit an application to the US Department of Homeland Security. There is an application fee, which cannot be waived, and it can take up to 3 months for the Service Center to process your application.


Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for Severe Economic Hardship employment. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an International Student Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions. So make sure that you know the parameters within which you may be employed on Severe Economic Hardship and make sure that your employment plans are in compliance.

You are NOT permitted to begin working based on Severe Economic Hardship until receiving your EAD (Employment Authorization Document) card.
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.