

Office of International Student, Faculty, and Staff Services

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Academic Training Application for J1 Students

Procedure Checklist

1. Read the accompanying "Academic Training for J-1 Students" information sheet.
2. Obtain the Employer's letter offering the training position directly related to your field of study.
3. Obtain the Faculty Advisor or Dean's recommendation by completing the accompanying Advisor's Worksheet.
4. Submit these documents, a **photocopy** of your Form DS- 2019 and **photocopy** of your I-94 card. The advisor will review your application and complete the necessary academic training authorization letter within five (5) to ten (10) business days after submission. If the application is incomplete or additional information is required, the student will be notified by the OIS. Please note, omissions/missing information will delay the processing of your authorization.
5. Employers are required to have prospective employees fill out an I-9 form. Documents you will need to show proof of employability include an unexpired Form DS- 2019, Responsible Officer's authorization letter for academic training, I-94 card, valid passport, and social security card.

Frequently Asked Questions

1. Is it possible to utilize the "Academic Training" benefit prior to my program completion?

Yes, a J-1 student may be authorized to engage in academic training prior to their program completion date. This means that during the regular school term, a J-1 student meeting the eligibility requirements could participate in either paid or unpaid training opportunities with a specific employer. The student must maintain full-time course enrollment during regular school terms. Any portion of the academic training used will be subtracted from the overall Academic Training allotment of 18-months or 36-months. [Important Note: Part-time academic training is counted as full-time towards this allotment.]

2. What is the maximum amount of academic training a J-1 student may engage in?

Students in degree programs are permitted an overall limit of 18 months of Academic Training. However, the total Academic Training period may not exceed the amount of time spent in the full course of study. J-1 students completing a doctoral degree are permitted an overall limit of 36 months of Academic Training. [Important Note: These totals include all academic training, whether before or after completion of studies.]

Academic Training for J1 Students

Under certain circumstances, a J-1 student may apply for Academic Training upon completion of his/her degree program. The application must be made prior to the completion of the program and prior to the expiration of the current Form DS- 2019. Individuals who complete doctoral programs (e.g., Ph.D., Dr.P.H., etc.) are eligible for up to 36 months of postdoctoral Academic Training [granted in 18-month intervals]. Individuals who complete graduate degree programs other than doctoral (e.g., MPH, M.Sc., M.S., etc.) are generally eligible for up to 18 months of Academic Training. ***Please note: The Responsible Officer (RO) or Alternate Responsible Officer (ARO) of The Johns Hopkins Medical Institutions' Exchange Visitor Program will make the final determination of eligibility for Academic Training at the time of application.***

An application for post-completion Academic Training must include the following:

- I. Letter from the employer must include: a description of the position including major job responsibilities, the dates of employment, the number of hours per week, amount of financial compensation, and the location of the employment.
- II. Approval from Academic Advisor or Faculty Preceptor at the JHMI that establishes the following:
(Please also see attached worksheet)
 1. Outlines the goals and objectives of the specific training program;
 2. Describes the training program, its location, the name and address of the supervisor, the number of hours per week, and the exact dates of the training.
 3. Explains why the training is an integral part of the student's academic program; and
 4. Relates the training being sought to the student's major field of study.
- III. Photocopies of the following: all Forms DS- 2019 issued to date, valid Passport and front and back I-94 Arrival/Departure card.

These items must be submitted to the Responsible Officer (RO) or Alternate Responsible Officer (ARO) of The Johns Hopkins Medical Institutions' Exchange Visitor Program in the Office of International Services. Upon receipt, the RO/ARO will review the documentation and determine eligibility. If the student is eligible, the RO/ARO will authorize the employment by issuing a new DS-2019, and if the Student will not be employed at JHMI the RO/ARO will issue an official letter of employment.

STUDENTS: You MUST apply for Academic Training before you begin employment. Please note that failure to follow these employment authorization procedures is a serious violation of J-1 student visa status that may result in deportation

If you have any questions or concerns after reviewing this information, please contact the Office of International Services at (410)-955-3371 and make an appointment to see an OIS advisor. The OIS is located at 1620 McElderry Street in Reed Hall. Our office hours are 8:30 a.m.– 5:00 p.m., Monday through Thursday. We are closed during the lunch hour from 12:00 p.m.– 1:00 p.m daily.

Advisor's Recommendation for J-1 Student Academic Training Worksheet

Dear Alternate Responsible Officer for the JHMI:

Mr./Ms. _____ [*Name of Student*], a J-1 student at the Johns Hopkins Medical Institutions School of _____ [Public Health, Medicine or Nursing] in the Department/Division of _____, wishes to engage in the Academic Training program discussed below.

I. DESCRIPTION OF TRAINING PROGRAM

Location: _____

Job Title: _____

Name of Direct Supervisor: _____

Address of Direct Supervisor: _____

Hrs per wk: _____ Dates of Training: From: _____ To: _____

II. GOALS AND OBJECTIVES OF THE TRAINING PROGRAM

III. HOW DOES THE TRAINING RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY?

IV. WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE ACADEMIC PROGRAM OF THE EXCHANGE VISITOR STUDENT?

As the student's Academic Advisor or Department Chair, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter I recommend that you authorize this student to participate in the "Academic Training" program that I have described.

Signature of Academic Advisor or Dept. Chair

Name and title (please print or type) & Date

EVALUATION BY RESPONSIBLE OFFICER

1. I have reviewed this letter and determined that the "Academic Training" being requested ___ IS ___ IS NOT warranted.
2. The criteria and time limitations set forth in 22 CFR 514.23(f)(3) and (4) ___ ARE ___ ARE NOT satisfied.
3. In order to ensure the quality of the "Academic Training" program, I hereby evaluate the effectiveness and appropriateness of the "Academic Training" in achieving the stated goals and objectives as follows: ___ SATISFACTORY ___ UNSATISFACTORY.

Signature Responsible Officer

Date