



J-1 PRACTICAL TRAINING ACADEMIC TRAINING

Academic Training **MUST** be related to the student’s field of study. A student is eligible for 18 months of academic training. Postdoctoral students may apply for an additional 18 months of Academic Training for a total of 36 months. Academic Training must commence not later than 30 days following completion of studies. All outstanding bills must be paid through the Bursar’s office and also you must certified full time for all past semesters. See reverse side of this sheet for questions and answers.

To obtain permission the student **MUST** submit the following to the ISSS Office:

1. Offer letter from prospective employer that **MUST** include the following:
 - Job Title
 - Brief description of the “goals and objectives” of the position
 - Location of the employment
 - Name and address of your “supervisor”
 - Dates of employment and number of hours per week
 - Salary

2. The attached letter filled out by the student’s academic advisor.
(Your advisor will probably want a copy of the letter from the employer to aid them in filling out the form).

3. Students current form DS-2019.

Name: _____

RIN (Rensselaer ID Number): _____

Local Address: _____

Phone: Home: _____ **Office or Lab:** _____

E-mail: _____ **IAP-66 Expiration Date:** _____

Degree Pursuing: Level: _____ **Major:** _____

Signature: _____ **Date:** _____

COMMON QUESTIONS ABOUT J-1 ACADEMIC TRAINING

Q. Can I do Academic Training on a part-time basis?

A. YES, while classes are in session.

Q. Do I really need a job to get Academic Training?

A. YES, there are no exceptions.

Q. Do I have to pay Social Security taxes?

A. In general for your first 5 years in the U.S. as long as you continue to declare non-Resident status for tax purposes, you will be exempt. For further information see “Internal Revenue Service Publication 519, “U.S. Tax Guide for Aliens”.

Q. Do I have to pay Federal and State taxes?

A. Unless you qualify under a tax treaty between the U.S. and your home government you are subject to applicable federal, state and local taxes and employers are required by law to withhold those taxes from your paychecks.

Q. Can I travel while on Academic Training?

A. YES, but you **MUST** have the back of your IAP-66 or DS-2019 signed for travel.

Q. If I am going to travel after completion of my program do I have to have approval for Academic Training first?

A. YES.

Q. Can I apply for Academic Training before I receive my degree?

A. YES, if you have completed all the requirements and are just working on writing your thesis.

Q. I am here as part of the exchange program. Can I apply for Academic Training?

A. YES, but your Academic Training has to equal the length of time you were a full-time student.

Q. Do I need to have health insurance while I’m on Academic Training?

A. YES, it is mandatory.

Q. Can I change jobs during the academic training?

A. Yes, but you need permission from the ISSS office first, and you will need to go through the whole application process again.

Responsible/Alternate Officer, J-1 Program
International Services for Students and Scholars
Rensselaer Polytechnic Institute

Dear Responsible/Alternate Officer:

Mr./Mrs. _____, a Rensselaer Polytechnic Institute J-1
student majoring in _____, wants to engage in the “Academic
Training” program discussed below.

1. DESCRIPTION OF THE TRAINING PROGRAM.

Location: _____

Job Title: _____

Name & address of the training supervisor: _____

Number of hours per week _____ Training dates: From: _____ To: _____

2. GOALS AND OBJECTIVES OF THE SPECIFIED TRAINING PROGRAM _____

3. HOW DOES THE TRAINING RELATE TO THE STUDENT’S MAJOR FIELD OF STUDY?

4. 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 Dean I have set forth the nature and details of the academic training program. I approve 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 the Academic Advisor or Dean

Date

Name and title of the Academic Advisor (Please print or type)