J-1 STUDENT EMPLOYMENT OPTIONS

Students in J-1 status may be eligible for employment in the U.S. through two types of employment authorization available to be authorized through the Office of International Student & Scholar Services (OISSS). Students interested in pursuing these options should meet with an advisor.

On-Campus Employment
On-campus employment is employment at Rollins College. J-1 students enrolled full-time and in good academic standing may apply for permission to work on campus. Authorization may be part-time (up to 20 hours per week) during the semester and full-time (40 hours per week) during college breaks. Students must have a letter from the Responsible Officer in the OISSS prior to starting any on-campus employment.

Academic Training
Academic Training is authorized to J-1 students for employment that is related to their field of study and is integral to their academic objective. Academic training must be a direct application of coursework or research to a professional position in the student’s field of study. The academic advisor must evaluate an academic training request as connected to the student’s major field of study. Academic training may be on- or off-campus employment.

The OISSS reviews academic training applications very carefully. The fact that the employment is in a related field is not sufficient for it to qualify as academic training; the work must be integral to the academic program and have a clear academic objective.

When to do Academic Training
Academic training may be pursued while studying (pre-completion) or immediately after completion of studies (post-completion). Rollins College policy states that students on exchange programs may be eligible for Academic Training after they have completed at least one semester of study at Rollins. Students must apply for post-completion academic training within 30 days of completing your studies or before your current DS-2019 expires, whichever comes first. Students may work part- or full-time during post-completion academic training.

Length of Academic Training
The length of time for which a student can be authorized for Academic Training depends on the length of the J-1 status. Students are eligible for Academic Training equal to the length of the J-1 program, not to exceed 18 months. Every month that a student is authorized is deducted as a month used, whether the permission is part-time, full-time, or unused.

Securing employment for Academic Training
Academic Training is employer-specific. This means that students are required to have received an offer of employment before the OISSS can issue authorization. The Center for Career & Life Planning or the Crummer Career Resource Center can assist students in their job search.
Application requirements
The following documents must be submitted to the OISSS to receive authorization:

1. Academic Training Employment Recommendation form completed by your faculty advisor.
2. Statement of Purpose written on a separate page by student and attached here stating an academic objective and an explanation of how this internship is related to your program of study.
3. Handshake attached to Academic Training Employment Recommendation form. If internship is not listed on Handshake, an approval form must be submitted and approved by the Center for Career & Life Planning or the Crummer Career Resource Center and a copy attached.

If your application is approved, the OISSS will issue a new Form DS-2019. If an extension of J-1 status is needed, it will be the new DS-2019 will be reflect the extension.

Insurance Requirement
For the duration of J-1 status, the U.S. government requires that students maintain health insurance coverage at the levels set by the government. This is true even if students are no longer enrolled at Rollins. Students are responsibility to ensure that their insurance is valid for the duration of their Academic Training.

International Travel and Academic Training
Travel during this time can be complicated, especially if the J-1 visa has expired. Students should meet with an advisor to discuss the details of any travel plans.
International students in J-1 status may be eligible to participate in Academic Training following one semester of full-time study. Rollins J-1 students are typically exchange students at Rollins for only one to two semesters and may be participating in Academic Training prior to their planned return to their home institution. Academic Training is an extension of their program as long as it coincides with their academic objective. This form is to guarantee the integrity of the program with faculty advisor approval of the proposed training. Based on this recommendation, an advisor in the Office of International Student & Scholar Services will provide legal authorization to the student to accept the employment. Students may use the Center for Career & Life Planning or the Crummer Career Resource Center to find an internship or they may find one on their own.

Student Name ______________________________________________________ Rollins ID # _____________________________________________
Phone # ________________________________________ Email _____________________________________________________________
U.S. Address __________________________________________________________________________________________________

Do you work on-campus? Yes No If yes, how many hours per week? ____________________________

Training Approval Checklist:
____ Internship Description has been reviewed and approved by the Center for Career & Life Planning or the Crummer Career Resource Center.
____ Statement of Purpose written on a separate page by student and attached here stating an academic objective and an explanation of how the training is related to the student’s field of study.

Internship Information:
Company / Organization Name ________________________________________ Supervisor Name ________________________________________
Company Address ______________________________________________________________________________________________________

Training Start Date __________ End Date __________________________
*start date must be at least 5 days from when submitting approval request to OISSS; end date must be last day of term or earlier
Number of Work Hours / Week ______

Approval Signatures:
The following signatures confirm that the above-stated information is complete and accurate. In addition, the site supervisor and faculty advisor signatures confirm that the attached Statement of Purpose has been reviewed and is true and accurate.

Student Signature __________________________________________ Date __________________
Career Counselor __________________________________________ Date __________________
Site Supervisor Signature __________________________________________ Date __________________
Faculty Advisor __________________________________________ Date __________________

OISSS Approval:
Office of International Student & Scholar Services __________________________________________ Date ____________

Internal office use only: For in progress indicate “IP.” For pre-registered indicated “PR.”

Preparer’s signature: __________________________ Date: ___________ I-94: __________