

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.

ACADEMIC TRAINING EMPLOYMENT RECOMMENDATION

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."

201401/11 _____	201501/11 _____	201601/11 _____	201701/11 _____	201801/11 _____	201901/11 _____	202001/11 _____
201406/14 _____	201506/14 _____	201606/14 _____	201706/14 _____	201806/14 _____	201906/14 _____	202006/14 _____
201409/19 _____	201509/12 _____	201609/19 _____	201709/19 _____	201809/19 _____	201909/19 _____	202009/19 _____

Preparer's signature: _____ Date: _____ I-94: _____