



University of North Carolina Wilmington  
Office of International Programs  
601 South College Road-Wilmington-NC-28403-5965  
910-962-3685 (phone)-910-962-4053 (fax)

## **Work Authorization for J-1 Exchange Students**

As a J-1 Exchange student you have two employment options; on-campus & off-campus employment (Academic Training – AT). The information below lists the requirements of both on-campus employment and AT.

### **On-Campus Employment**

- You are eligible to work on-campus while you are enrolled in a full-course of study - up to the end date of your DS-2019.
- Immigration authorization is not required.
- Application for employment is made directly with the hiring department.
- The job does not need to be related to your program of study.
- You may work up to 20 hours a week while school is in session – unlimited hours during official school breaks (winter and summer break).

### **J-1 Academic Training – paid/unpaid off-campus employment**

#### **Eligibility**

Academic training is available during your academic program and/or upon its completion. The following eligibility criteria must be met.

- You must be in good academic standing at UNCW.
- The proposed employment must be directly related to your program of study.
- Throughout your academic training you must maintain permission to stay in the United States, in J-1 student status, and apply for extensions of your DS-2019 as necessary.

#### **When to Apply**

- All AT applications should be submitted to the office of International Programs at least 1 week prior to the employment's start date.
- You must apply for AT before the end date of your DS-2019. You are not eligible to apply for AT once the end date of your DS-2019 has passed.

## Length of Academic Training

- The length of time you can participate in Academic Training is equal to the length of your exchange program (listed on your DS-2019) - up to 18 months.  
*For example, a student participating in a 5 month exchange program is eligible for 5 months of AT, a student in a 2 year exchange program is eligible for 18 months of AT.*
- All Academic Training is counted as full-time.  
*For example, working 1 month at 5 hours/week and working 1 month at 40 hours/week both count as 1 month of Academic Training.*
- Earning more than one degree does not increase your eligibility for academic training.

## Financial Obligations

- You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.
- You must show proof of \$1200/mo financial support for each month the DS-2019 is extended for post-completion Academic Training. The financial documentation can be in the form of current bank statements and/or your AT employer letter stating your salary.

## Applying for AT

To authorize Academic Training, the OIP must receive 2 letters, one from your academic advisor and one from your employer. **After OIP receives the 2 letters and determines whether the AT is warranted and appropriate, the OIP writes a letter that serves as the official work authorization document.** At this same time, a revised DS-2019 is issued.

### The Employer Letter Must Contain

- The title of the job.
- A brief description of the "goals and objectives" of the "Training Program" (i.e. employment);
- The starting and ending dates and location of the employment.
- The name and address of the Training Supervisor.
- The number of hours per week.
- The salary amount to be paid. If no salary will be provided, this must be mentioned. Proof of funding must be presented to cover living expenses before a new DS-2019 can be issued.

### Academic Advisor Letter

Using the employer letter as a guide, the academic advisor writes an AT letter of support that contains:

- The goals and objectives of the specific training program;

- a description of the training program, including its location, the name and address of the training supervisor, the number of hours per week, and the dates of the training;
- how the training relates to the student's major field of study; and
- why the training will serve as an integral or critical part of the student's academic program

***If you plan to leave the United States after you complete your program of study and re-enter the country on academic training you should discuss your travel plans with the OIP as re-entry could be complicated.***

## **SAMPLE DEPARTMENT LETTER FOR J-1 ACADEMIC TRAINING**

### *UNCW DEPARTMENT LETTERHEAD*

Date

Dear Ms. Mabery,

(Name of student) has been offered a training position with (name of company) located at (location) for the period from (date) to (date) for (# of) hours per week. The supervisor will be (name of supervisor).

The training program will include (description of program & job duties). The goals/objectives of the training program will be (describe goals/objectives).

It is my belief that the proposed training is related to the student's field of study, and that it is an integral part of the academic program.

Sincerely,

Name

Title

**SAMPLE EMPLOYER'S LETTER FOR J-1 ACADEMIC TRAINING**

*EMPLOYER LETTERHEAD*

O C E A N B L U E , I N C .  
1492 Santa Maria Drive  
Atlantic City, New Jersey 07777  
201-555-1212

April 1, 1491

Mr. Christopher Columbus  
10 Water Street  
Death Valley, California 92655

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you employment as a Small Craft Pilot starting April 12, 1491 ending on Oct. 12, 1492.

This employment will serve as "academic training" following your Bachelor of Science program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers.

The location of your training program will be 1 Ocean Blvd., New York NY, 10023. Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week and you will receive a weekly salary of \$5.

On behalf of the company, I welcome you to Ocean Blue.

Sincerely,

Niña Pinta  
Director of Personnel