

## **J-1 Student Employment & Social Security**

### **Introduction- Program Sponsor & Employment**

As a J-1 student in the U.S., you must receive **advanced authorization from your program sponsor** prior to accepting any employment in the U.S. At CSI, most of the J-1 students are under CSI's Exchange Visitor Program, so your program sponsor is CSI and all employment authorizations come from The Center for Global Engagement. Some students at CSI are on scholarships from their governments and other agencies issue their DS-2019. In these cases, any authorizations of employment must come from your program sponsor, not CSI.

### **Two Types of Employment**

A J-1 student may be authorized for two types of employment:

1. Academic training: Must be related to your academic program
2. On (or) Off-Campus Employment: Does not have to be related to your academic program

### **On-Campus Employment**

The job must be located on the premises of the campus. Unlike the F-1 student, employment at any CUNY school is not considered "on-campus" for CSI's J program. The employment must be at CSI. The employment must be no more than 20 hours a week, during regular school semesters (fall and spring) and may be more during vacation periods (between semesters, summer, etc.).

On-campus employment is also defined as a research, teaching assistantship, fellowship, etc.

### **Off-Campus Employment**

Students must demonstrate a financial need in order to qualify for this type of employment. Typically, this is granted for a shorter period of time, but does not always have to be, depending upon the circumstances.

### **Academic Training**

Academic training must be related to your academic major. J-1 students can receive permission to engage in academic training in unpaid and paid situations. The procedures to request academic training are as follows:

1. Present a letter of offer for your training on the company letterhead to your academic advisor. The letter should specify these terms:
  - a. Description of the training program
  - b. Location of the training in the form of address
  - c. Name of training supervisor
  - d. Number of hours per week
  - e. Exact dates of the training.

2. Request a letter of recommendation on departmental letterhead from your academic advisor or dean which specifies:
  - a. The goals and objectives of the specific training program;
  - b. A description of the program (as explained in the employer offer letter), including the location, address, name of training supervisor, number of hours per week and dates of training;
  - c. How the academic training relates to the student's major field of study;
  - d. Why the training is an integral or critical part of the academic program of the student.
  
3. Bring all of these letters to The Center for Global Engagement for review. If approved, your training will be authorized in SEVIS and a new DS-2019 will be issued for you. If you have not yet had employment in the U.S. and therefore, do not yet have a social security card, you will also need a letter from The Center in order to apply for the social security card. In these cases, we will prepare the Social Security letters along with your new DS-2019 forms. You must not start your training until this is approved by the Responsible Officer or the Alternate Responsible Officer. Please allow 3 working days for processing.

**NOTE: If you are engaging in academic training that will also be used as a basis to extend your stay, you must show proof of finances for the additional time and maintain your health insurance.**

## Social Security Cards

In all cases, J-1 students must have a letter authorizing employment from the Responsible Officer of their J program in order to apply for a social security card. Letters will be given only to students with job offers.