WORKING IN THE U.S.

Working in the United States can be academically, culturally and personally enriching. It can also help build your resume as an important career credential.

You have two options for work in the U.S.: On-Campus Employment and Academic Training. ISEP is your visa sponsor, so you must complete a request form, submit required documents and receive authorization before starting work. There is a $150 fee for Academic Training, and no fee for On-Campus Employment.



On-Campus Employment

There is an option at most U.S. universities to work on campus for up to 20 hours per week during the semester. However, it is expected that you will have sufficient financial means to participate in an ISEP program without the need to work. The job does not have to relate to your field of study. After you find a job, ask your host ISEP Coordinator for an Employment Authorization Request Form to submit to the ISEP Global Office. To comply with visa regulations, you must receive a formal Employment Authorization letter from ISEP before beginning work.

Academic Training

Academic Training must be directly related to your field of study at your ISEP host institution and can take place anywhere in the United States. You will be asked to submit a letter from an academic advisor explaining how the training relates to your studies, an offer letter from your employer, the Student Payment Form and an application form signed by your host ISEP Coordinator. Many ISEP students do Academic Training after their program so they can remain in the U.S. longer and gain full-time work experience. However, if you wish to work during your program, you may be authorized to work up to 20 hours per week. Internships for credit are also considered Academic Training according to the law, so if you are interested in this kind of opportunity, speak to your ISEP Coordinator when you arrive. Semester participants can work up to four months; full-year participants can work up to nine months; and graduate degree students can work up to 18 months. Carefully read this flyer and the Academic Training advice on the ISEP website, then ask your host ISEP Coordinator for the Academic Training application packet to submit to the ISEP Global Office.

ISEP

LEARN MORE ABOUT WORKING IN THE U.S.

Contact your host ISEP Coordinator or your ISEP Student Services Officer. Visit www.isepstudyabroad.org and follow @ISEPStudyAbroad on social media.

When can my Academic Training begin?

Once your application for Academic Training is approved, you can begin any time during your placement. If you prefer to start after you finish your program, ISEP must receive your application two weeks prior to the program end date on your DS-2019, and you must begin working within 30 days of the program end date on your DS-2019. If your job is during your semester, we must receive the DS-2019 two weeks before the start of your employment.

How do I find a position?

Most universities have career centers that list available positions. Your host ISEP Coordinator, departmental bulletin boards and professors in your field of study are other sources of information. Many students are also successful in finding work using online resources such as LinkedIn. Be proactive in your networking and begin looking for work early in the semester.

How do I apply?

Visit the ISEP Study Abroad website for information on employment in the U.S. Next see your ISEP Coordinator for an Academic Training application. Requests must be received at the ISEP Global Office two weeks prior to the end date on your DS-2019 or two weeks before the start of employment, whichever is sooner. Applications that are incomplete or received after the deadline will not be considered. Apply as early as possible so your sponsorship status may be maintained without interruption.

How does academic training affect my visa?

You remain in the same visa category (J-1 exchange visitor) during the period of your Academic Training. Once you finish your training, you must return to your home country.

Examples of Past Academic Training Positions

FIELD OF STUDY	POSITION	LOCATION
Anthropology	Archeological Aide	Center for Archeological Research
Architecture	Designer	STL Architects, Inc.
Arts	Photography Camp Intern	School of Art, Design and Art History San Diego State Univ.
Biology	Research Intern	Environmental Protection Agency
Business	Financial Advising Intern	Merryl Lynch
Business	Public Relations Intern	Ball Memorial Hospital
Business and Management	Marketing Intern	Chicago Symphony Orchestra
Chemistry	Lab Assistant	Department of Chemistry - Western Illinois University
Communications	Video Production Coordinator	Cable News Network International
Computer Engineering	Intern	Microsoft Corporation
Engineering	Research Assistant	Intelligent Information Engineering Systems Laboratory
Environmental Science	Bird Handler and Data Collector	Burrowing Owl Project Grand River Grassland - South Dakota
Geography	Urban Planning Intern	City of Denver Community Planning/Development Dept.
History	Museum Studies Intern	United States Holocaust Museum
Languages	Youth Mentor Intern	Refugee and Immigration Services
Political Science	Legislative Intern	Alaska Legislative Internship Program
Psychology	Resident / Psychological Advisor	University Towers – San Diego State Univ.
Tourism	Recreation/Hotel Attendant	Hyatt Regency Mission Bay Spa and Marina

What are the costs involved?

There is a $150 processing fee for Academic Training for applications received prior to the two week deadline. For applications received between one and two weeks before either the start date of employment, or the end date on the DS-2019, a $200 fee will be assessed. If the position is unpaid, and you are participating after your exchange, you must prove you have sufficient funds to support yourself during the period of your training. You are also required to continue your ISEP health insurance enrollment during the academic training.

Can I apply before I leave my home country?

No. You can only begin the process once you are in the U.S. and after you have received an official offer of employment.

> "**WHATEVER MY FUTURE CAREER PATH MIGHT BE**, this academic training was a very strong confidence boost to me. It definitely made me rethink both my work and study plans... I can also picture myself working abroad in countries like the U.S."
>
> *- Academic Training Participant*