



Academic Training

Academic Training is a benefit of J-1 student status that allows J-1 degree and non-degree seeking students the opportunity for employment that is temporary and directly related to the student's academic curriculum. [22CFR 62.23(f)(3)] In some cases, the employment may be full time and off campus. Prior to beginning employment, the student must receive permission from the appropriate staff person in the Office of International Programs and a DS-2019 updated with Academic Training information.

Although Academic Training cases are reviewed on an individual basis, there are a few guidelines to keep in mind. Only the Program Sponsor (the entity which issued the DS-2019) may authorize Academic Training. The student's primary purpose for being in the U.S. must be study rather than work. The work must be directly related to the field of study listed on the DS-2019. Academic Training is for specific offers of employment, thus, a job offer is always required before the case may be approved.

Pre-Requirements for making application:

- Hold J-1 student status and have an unexpired DS-2019
- Be in good academic standing

Time Limits

For all students, the period of academic training cannot exceed the period of time spent as an enrolled student. Work must begin no more than 30 days after completion of study. Application for academic training must be made well in advance of the program expiration date on the DS-2019 as a valid DS-2019 is required at all times. In addition, the following conditions apply:

Non-Degree seeking students

- The combination of time spent as a student plus time spent doing Academic Training can be a maximum of 24 months.

Degree Seeking students

- Generally, 18 months cumulative throughout all programs is allowable, meaning that if 4 months were used at the Bachelor's level and 8 months at the Master's level, there would be 6 months left for use during a doctoral program.
 - More than 18 months can be approved if necessary to satisfy mandatory requirements of the program
 - Doctoral students may receive an additional 18 month period following completion of the doctoral degree. This results in doctoral students being eligible for 36 months in total.

Full-time and part-time Work while on Academic Training

Part time work is deducted from the overall time limit at the same rate as full time work.

Financial Requirements

Work done during academic training can be paid or unpaid. For unpaid work, a student must show how they will be supported during the period of academic training.

Academic Training Application Required Documents:

- Student Request Form
- Job offer letter from the prospective employer including job title, start and end date of proposed employment, number of work hours per week, location of employment, rate of pay, brief description of duties to be performed and the name, telephone number and email address of the supervisor for the position.
- Financial information if work will be unpaid
- Recommendation letter from student's department (see handout for template)



Academic Training Student Request Form

Student Name _____

Previous periods of Academic Training include:

I request authorization for ___ part-time(20 hours or less per week) or ___ full-time (more than 20 hours per week) Academic Training from _____ to _____ at

(Name of company or organization)

(Street Address)

(City, state and zip code)

I understand that:

- Academic Training must be directly related to the field of study listed on my DS-2019
- I may begin work only after I have received an updated form DS-2019 from the Office of International Program indicating that Academic Training has been added to my SEVIS record.
- I may only work for the employer listed, and for the hours (part-time or full-time) specified in my SEVIS record.
- I will inform the Office of International Programs of any changes to my address within 10 days of moving.
- I will maintain health insurance coverage for myself and my J-2 dependents which meets the requirements of the J Exchange Visitor Program.

Signature: _____ Date: _____

Student ID: _____ Email: _____



Academic Training Recommendation

To Be Completed by student's Academic Advisor or Dean

Academic Training is a benefit of J-1 student status that allows J-1 degree and non-degree seeking students the opportunity for employment that is temporary and directly related to the student's academic curriculum. In some cases, the employment may be full time and off campus. The regulations at 22 C.F.R. 62.23(f)(5)(i) require that prior to approval of an academic training request, a letter from the student's academic advisor or dean be reviewed in order to evaluate the appropriateness of the academic training request.

The letter must contain:

1. Student's name, program of study and expected completion date
2. The goals and objectives of the specific academic training program;
3. A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
4. How the academic training relates to the student's major field of study; and
5. Why it is an integral or critical part of the academic program of the student

In lieu of the provided letter template, the above information may be submitted on department letterhead and signed by the Academic Advisor or Dean. Please return the letter or completed template to the International Student Advisor in the Office of International Programs in 331 Martindale.



Department Name: _____

Address: _____

Academic Training Recommendation Letter

To Whom it May Concern at the Office of International Programs:

I wish to recommend academic training for _____ who has been offered a training opportunity that is directly related to the curriculum he/she has studied while pursuing the _____ degree in the field of _____. The student's anticipated program completion date is _____.

Details regarding the employment opportunity are as follows:

Name of Employer : _____

Supervisor's name: _____

Supervisor's address: _____

Hours per week: _____ Dates of training: _____ to _____

The goals and objectives of the training program are:

The training is related to the student's major field of study in that:

The training is an integral or critical part of the academic program of the student in that:

Sincerely,

Printed Name of Academic Advisor or Dean

Signature

Email address: _____ Date: _____

Return to: International Student Advisor
Office of International Programs
331 Martindale