



## Academic Training

Academic Training is a benefit of J-1 student status that allows J-1 status 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. Prior to beginning employment, the student must receive an updated DS-2019 showing the academic training approval..

### **Requirements:**

- Hold J-1 student status and be in the U.S. primarily for study rather than work
- Be in good academic standing and have support for the request from UM academic advisor
- Have a job offer directly related to the program of study listed on the DS-2019. Job offer letter must state employer's name and address, job title, duties, dates of employment, hours per week, and amount of compensation. Work is expected to be in-person and in substantive roles. Permission for remote work can only be granted in limited instances when the remote work consists of no more than 40% of scheduled time.

### **Time Limits:**

The approval period cannot exceed the period of time spent as an enrolled student. Work can happen during study or within 30 days after completion of study. A valid DS-2019 is required at all times, therefore the application for academic training must be made well before the end of study to allow time for review of the request and extension of the DS-2019 before its expiration.

Non-Degree seeking students:

- The combination of time spent as a student plus time spent doing Academic Training cannot exceed 24 months

Degree-Seeking students:

- Generally 18 months cumulative through 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 program requirements
  - Doctoral student may receive an additional 18 month period following completion of the doctoral degree.

### **Full-time and part-time Work**

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

### **Financial Requirements**

331 Martindale-Cole Student Services Center  
University, MS 38677  
Phone: (662) 915-7404  
E-mail: [ipdept@olemiss.edu](mailto:ipdept@olemiss.edu)



Work may be paid or unpaid. If the position is unpaid, student will be required to show evidence of sufficient financial support from another source.

## Academic Training Student Request Form

Student Name:

ID number:

List dates of previous periods of Academic Training:

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

Name of Company:

Worksite Address:

Supervisor's Name:

Supervisor's Phone:

Supervisor's email:

I understand that:

- Academic Training must be directly related to the field of study listed on my DS-2019
- I may begin only after I have received an updated form DS-2019 showing the Academic Training dates
- I may only work for the employer listed, and for the hours specified above.
- I will inform International Student and Scholar Services 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.
- I will submit an evaluation of the experience to International Student and Scholar Services at the end of the training.

Signature:

Date:

Email:

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## Academic Department Recommendation

What are the goals and objectives of this training?

How is the training related to the student's major field of study?

By signing below, I certify that I have reviewed the student's Academic Training Request form and job offer letter and that the proposed work experience is an integral or critical part of the student's academic program.

Academic Advisor, Department Chair, or Dean's Signature:

Printed Name:

Date: