

Academic Training Application

Academic Training [Regulation 22 CFR 62.23(f)(3)] is a benefit of J-1 student status that allows J-1 non-degree seeking students the opportunity for employment that is temporary and directly related to the student's field of study. In some cases, the employment may be full time and off campus. Prior to beginning employment, the student must receive permission from the Responsible Officer (RO) or Alternate Responsible Officer (ARO) in the Office of Immigration and International Admissions (OIIA) 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 Program Sponsor must evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives in order to ensure the quality of the academic training program. 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.

Criteria for Academic Training:

- Hold J-1 student status and have an unexpired DS-2019
- Be in good academic standing
- In the U.S. to study rather than work
- Participate in academic training directly related to major field of study listed on DS-2019
- Receive written approval in advance of work from OIIA for the duration and type of training; Academic Training that is authorized during the course of studies will only be authorized on a semester-by-semester basis.
- Can be authorized for up to 18-months total, or for an amount time equal to the time spent in the full course of study (e.g. 9 months of study as a J-1 student allows 9 months of Academic Training), whichever is shorter.
- Offer letter from employer

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.

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. Academic Training approved for the fall or spring semesters will be part-time (20 hours per week or less). Academic Training during the summer or after program completion may be part-time or full-time (up to 40 hours per week).

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. New financial bank statements may be required.

Academic Training Application Required Documents:

- Academic Training Student Request Form
- Recommendation letter from student's department (see page 5 for template)
- Job offer letter on company letterhead 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, address, telephone number and email address of the supervisor for the position.
- Recent unofficial transcript from PAWS
- Proof of health insurance that meets Department of State's requirements
- Financial information (if work will be unpaid)

NOTE OF CAUTION: DO NOT WORK WITHOUT PERMISSION

Working, paid or unpaid, without proper authorization or not following the guidelines of the AT authorization is a serious violation of a student's nonimmigrant status. Therefore, a student should consult with OIIA **before** accepting any sort of employment or off-campus training. It is the student's responsibility as a J-1 student to comply with all immigration regulations which apply to the terms and conditions of the J-1 status. Upon failing to comply with USCIS & DOS rules for the J-1 status, a student is no longer eligible for the benefits normally granted to J-1 students, including on- or off-campus employment authorization.

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 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 U.S. immigration regulation 22 C.F.R. 62.23(f)(5)(i) requires 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?
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 Office of Immigration and International Admissions in Meisler Hall 2200.

Academic Training Recommendation Letter Template

To Whom It May Concern in the Office of Immigration and International Admissions:

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 non-degree courses 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: _____

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) ___ **full-time** (more than 20 hours per week)

Academic Training start date: _____ **AT end date:** _____

Academic Training work location:

(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 Immigration and International Admissions 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) approved by the Program Sponsor and notated on my SEVIS record.
- I will inform the Office of Immigration and International Admissions 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:** _____