

## J-1 STUDENT: ACADEMIC TRAINING

Academic training is flexible in its format and offers a variety of employment situations to supplement your academic program in the United States as a J-1 student. It is available before completion of your program of study as well as afterwards. J-1 students in non-degree programs are also eligible for academic training. Prior written authorization by an OISS advisor is a must.

### CONDITIONS

1. Your primary purpose in the United States must be study rather than academic training.
2. You must be in good academic standing.
3. The proposed employment must be directly related to your major field of study.
4. Throughout your academic training you must maintain permission to stay in the United States, in J-1 student status, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

### LIMITATIONS

1. Your employment may be authorized for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time is approved by both the academic adviser and an international student adviser in OISS. It may not exceed the period of full course of study or 18 months, whichever is shorter. If you receive a Ph.D., your "post-doctoral training" may last up to 36 months. Additional academic training beyond the 18- or 36-month limit is allowed **only if it is required for the degree**.
2. Part-time employment for academic training counts as full-time employment.
3. Earning more than one degree does not increase the amount of time for academic training.

### AFTER COMPLETION OF YOUR PROGRAM OF STUDY

1. Academic training following completion of your program of study must involve **paid** employment, unless you can verify adequate financial support during the terms of academic training.
2. You must obtain a written offer of appropriate employment and present a copy to an adviser in **OISS no later than 30 days after the end of your program**, or you will **lose eligibility** for academic training after completion of studies. In any event, do not let your DS-2019 expires.
3. If you plan to leave the United States after you complete your program of study and reenter the country for J-1 academic training, you must obtain employment authorization before you leave.

### APPLICATION PROCEDURE

1. Obtain a letter of offer from your prospective employer that includes your job title, a brief description of the goals and objectives of your proposed training program (your employment), the dates and location of the employment, the number of hours per week, and the name and address of your "training supervisor." **Make sure that your employer's letter includes all of these details.**
2. Give a copy of your employer's letter to your academic adviser or chair for use in completing the attached "Academic Adviser's Recommendation Form."
3. Make an appointment and bring the letter of offer and recommendation from your academic adviser to OISS and have an OISS adviser review the material.
4. Upon approval, the adviser will issue a letter of employment authorization. To authorize post-doctoral academic training OISS will issue a new Form DS-2019, for no more than 18 months at a time, within 5 working days.

**J-1 STUDENT ACADEMIC TRAINING RECOMMENDATION FORM**  
**TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR**

STUDENT INFORMATION			
Last Name	First and Middle Name		
Banner ID	SEVIS ID		
Major			
Would like to engage in Academic Training <i>(Select only one)</i> <input type="checkbox"/> Prior to completion of study <span style="margin-left: 200px;"><input type="checkbox"/> After completion of study.</span> <span style="margin-left: 300px;">Expected completion date: _____</span>			
DESCRIPTION OF THE TRAINING PROGRAM			
Job Title			
Training Location <i>(Complete Address)</i>			
Supervisor Name:			
Supervisor Address <i>(Complete Address)</i>			
Supervisor Phone		Supervisor Email	
Start Date	End Date	Hours per Week	
GOALS AND OBJECTIVES OF THE TRAINING PROGRAM			
HOW DOES THE TRAINING PROGRAM RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY?			
WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE STUDENT'S ACADEMIC PROGRAM			
As the student's Academic Adviser or chair, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter I recommend that you authorize this student to participate in the J-1 Academic Training program that I have described.			
Academic Advisor / Dean Name		College or Department	
Signature _____			Date _____