

## Academic Training

Academic Training is related to a student's field of study. Academic training may sequential or simultaneous activities, paid or unpaid, with several employers, provided the application has been received and approved for each employer and activity and that time limits are not exceeded. ***Academic Training must be approved in advance of the training start date.***

### Eligibility:

- Student is primarily in the U.S. to study rather than engage in academic training;
- Student is participating in academic training that is directly related to his/her major field of study at the academic institution listed on his/her Form DS-2019;
- Student is in good academic standing with the academic institution; and
- Student has received written approval in advance from the RO/ARO for the duration and type of academic training.

### Pre-completion and Post-completion Academic Training:

Student may participate in paid or unpaid AT:

- During his/her studies; or
- Commencing no later than 30 days after completion of his/her studies.
- Total academic training period may not exceed the period of full course of study.
- Academic Training can be part-time or full-time either prior to completion or after completion.
- 18-month general limit for undergraduate and pre-doctoral training.
  - Student can engage in up to 18 months or the period of the full course of study, whichever is less, including any prior participation in the U.S.
- 36-month maximum for post-doctoral training.
  - Student can engage in up to 36 months of academic training at the post-doctoral level, including all prior academic training done at that or lower levels of study or any prior participation in the U.S.

### Post-Completion AT:

- Student must have received a firm offer within 30 days of completion of program.
- Student must provide a letter of recommendation on university letterhead from the student's academic advisor with the following requirements:
  - Goals and objectives of the specific academic training program;
  - Description of the academic training program, including its location, name and address of training supervisor, number of hours per week, and dates of training;
  - How the academic training relates to the student's major field of study; and
  - Why the academic training is an integral or critical part of the academic program of the student.
- Student must notify RO/ARO with any change in address, telephone number, or email address within 10 calendar days of the change.
- Academic training extensions must be submitted and approved before the current academic training end date expires. Any academic training extension submitted after the end date of the current period of academic training will be denied.



## Academic Training Recommendation

*Academic Training is a type of work authorization intended to give international students in J-1 status an opportunity to engage in training directly related to their field of study. A recommendation from the student's academic advisor verifying the following information is required by immigration regulations before authorization for employment can be considered.*

### To be completed by Student:

(Original offer letter required, must include name of employer, name of supervisor, employer address, begin and end date of training, number of hours per week, description of training.)

Date of request: \_\_\_\_\_

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

### To be completed by Academic Advisor:

#### Description of the Program:

Name of Employer (company/organization):

\_\_\_\_\_

Name of Supervisor (first name, last name):

\_\_\_\_\_

Phone Number of Supervisor:

\_\_\_\_\_

Email of Supervisor:

\_\_\_\_\_

Employer Address (street, city, state, zip code):

\_\_\_\_\_

Dates of Training (mm/dd/yyyy): Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

**1. Goals and objectives of the specific Academic Training program.**

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**2. Description of the academic training program:**

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**3. How does the training relate to the student's major field of study?**

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**4. Why is the training an integral or critical part of the academic program of the student?**

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**5. Length of time necessary to complete the goals and objectives of the student's academic training.**

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As the student's academic advisor I confirm that the student is in good academic standing. I recommend that the student be permitted to participate in the J-1 Academic Training program that I have described above.

\_\_\_\_\_  
Signature of the Academic Advisor

\_\_\_\_\_  
Printed Name of Academic Advisor

Date: \_\_\_\_\_

If graduate student, approval is required from Graduate Studies.

\_\_\_\_\_  
Signature of the Graduate Studies Specialist

\_\_\_\_\_  
Printed Name of Graduate Studies Specialist

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Designated School Official, Office  
of International Enrollment

Date: \_\_\_\_\_

**IF REQUESTING PRE-COMPLETION ACADEMIC TRAINING, PLEASE REQUEST THE FOLLOWING TO BE COMPLETED BY CAREER OPPORTUNITIES AND EMPLOYER RELATIONS (COER) CENTER**

**COOP ENROLLMENT VERIFICATION FORM**

**To be completed by staff member of  
Career Opportunities and Employer Relations (COER) Center**

Is there a copy of student employment coop letter on file with COER? Yes No

Has the student been registered for coop for the appropriate semester? Yes No

What is the period of Registration? \_\_\_\_\_

Signature of COER Representative: \_\_\_\_\_

Date: \_\_\_\_\_