Academic Training (AT) Application Packet Checklist

Academic Training is an off-campus employment authorization that provides J-1 students with the opportunity to gain practical work experience that is appropriate to the student's academic field of study and level of education.

**Eligibility Requirements**

You must:

- Currently be in valid J-1 immigration status.
- Have been maintaining your J-1 status for one full academic semester.
  - *Exceptions to this requirement can be made for required internships. Students must speak with their ISO advisor about eligibility.*
  - Be in good academic standing.

**Considerations When Applying for Academic Training**

You must have a job offer in order to apply for Academic Training.

Academic Training must be authorized before start of employment.

Employment must be directly related to student's field of study and level of education.

The maximum length of Academic Training available is eighteen (18) months, or the length of your academic program, whichever is shorter.

**Available Academic Training Time Periods**

*Pre-completion academic training*

While school is in session, students can apply for pre-completion Academic Training for employment that does not exceed 20 hours per week (part-time).

During recognized vacation breaks (i.e. summer) for full-time or part-time employment.

*Post-completion academic training*

After completion of the degree program (last day off examinations for most students)

*PhD students are eligible for an additional 18 months of post-doctoral training*

Please see your advisor for further application information.

Any time spent in Academic Training is cumulative and deducted from student's maximum allowable time at a full-time rate, whether or not employment is full-time or part-time.

Must apply at least two weeks before start of employment.

*Post-completion*

Application must be submitted to ISO at least two (2) weeks prior to completion of academic program.

If you have questions about the Academic Training process then please speak with an international student advisor or come to an ISO J-1 employment workshop.
Application Procedures
To request Academic Training authorization from the ISO, please submit the following documents:

- Completed ISO Request Form
- Cover Letter (written and signed by you) describing the type of employment in which you will be participating, how the Academic Training will benefit you, how it is related to your academic program and the dates the employment requested.
- Completed and signed ISO-87 form
  - If degree seeking student must be filled out by academic advisor
  - If non-degree/exchange student must be filled out by exchange coordinator
- Proof of Health Insurance that will cover complete length of program, including post-completion Academic Training
- Legible copies of: Passport biographical page, Visa, I-94 (front and back), and all previous DS-2019s
- Letter from Employer (on letterhead)
  - Must include:
    - Job title
    - Number of hours per week
    - Address of place of employment
    - Salary, if applicable
    - Brief description of duties
    - Start and end dates of employment
    - Supervisor’s name, email address and phone number
  - Ph.D. student seeking second 18 month authorization, the letter must include: Job title, number of hours per week working, address of place of employment, salary (if any), description of duties, and description of how this employment is differently or progressively more instructive from previous academic training authorized. This can be in the form of new title, increased salary, and increased responsibilities, etc. There must be evidence that this is not a beginner post-doctoral position.
  - If non-degree/exchange student, include written permission from home school academic advisor stating that employment is allowed and will benefit degree program at home university.
  - If post-completion, Completed DS-2019 Request Form for Students (link)
    - Must attach documents showing financial capability to cover additional time on J-1 program. These documents can be in the form of:
      - Updated funding letter from financial sponsor.
      - Funding sponsor must approve of the additional time.
      - Personal bank statements
      - Salary offered by employer (must be listed in the offer letter)