

Academic Training Application Guideline For J-1 Students only

Condition for Academic Training (AT):

- Must be in good academic standing
- Must obtain a **firm employment offer** in a field directly related to your major.
- Must maintain full course of study during academic terms, except for official school breaks.
- Undergraduate and Masters students are limited to 18 months of AT, not to exceed the total length of time spent in study.
- Doctorate students may go up to 36 months of AT for postdoctoral training or research at an academic institution. Must be taken in 18 months increments.
- Non-degree students (EAP) are eligible for academic training not to exceed the total length of time spent in study, ranging from 3-9 months.

Post-completion Academic Training Applicant:

- Must apply for AT at least 4 weeks/ 1 month before the end date of your J-1 record as indicated on part 3 of your DS-2019, or your actual program end date/graduation date whichever comes first.
- Employment must begin within 30 days of program completion date.
- Must have documented proof of sufficient funds for living expenses for the period covered by the new DS-2019. Salary from AT employment usually will be sufficient for paid employments. If unpaid, additional sources of funding must be provided (i.e.: original personal or family bank statements).
- Must show proof of health insurance to cover the period of your new DS-2019.

To apply all students must submit the following to ISSS prior to employment:

1. Job offer from the employer, stating the duties of the position, the period of employment.
2. Letter or recommendation from Academic Adviser with ALL of the following:
 - Goals and objectives the training
 - Description of the training
 - How the academic training relates to the student's major field of study
 - Why it is an integral or critical part of the academic program of the student
 - Location of AT
 - Name and address of supervisor
 - Number of hours per week
 - Dates of training

Post Academic Training students must also submit:

1. Financial Documents. Proof of sufficient funds for living expenses for the period covered by the new DS-2019. Salary from AT employment usually will be sufficient for paid employments. If unpaid, additional sources of funding must be provided (i.e. original personal or family bank statements).

ACADEMIC TRAINING AUTHORIZATION IS EMPLOYER SPECIFIC- IF YOU STOP OR CHANGE EMPLOYMENT YOU MUST NOTIFY ISSS IMMEDIATELY. YOU CAN NOT BEGIN ANY NEW EMPLOYEMENT UNTIL YOU RECEIVE ANOTHER AUTHORIZATION

The responsible officer has approved the specific employment in advance and in writing. Such approval will be automatically withdrawn if the student's program is transferred or terminated.