ACADEMIC TRAINING FOR STUDENTS IN J-1 STATUS

[Please note that this handout is intended for J-1 students. If you are a J-1 student but your DS-2019 is issued by an agency or institution other than Union, you must contact your program sponsor to gain authorization for academic training.]

I. What is Academic Training?
Academic training is a type of employment directly related to your major area of study that is authorized by your J-1 program sponsor who issues your DS-2019 form. It is designed for students to apply knowledge and skills learned at school.

II. Who May Engage in Academic Training?
All J-1 students in degree or non-degree programs may apply for academic training either during the course of study or after completion of studies. Students may work part-time while school is in session and full-time during the summer and winter breaks.

III. Approval from your J-1 Responsible Officer
To qualify for "academic training," you first must obtain approval in writing from the Student Support Services Office.

IV. Eligibility
1. You must be in good academic standing at the school named on your DS-2019.
2. The proposed employment must be directly related to your major field of study.
3. 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.
4. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

V. Duration of Academic Training
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 your academic adviser and the Student Support Services office. It may not exceed the amount of time it took for you to complete your full course of study.
2. Part-time employment for "academic training" counts against the 18 or 36 month limit the same as full-time employment.
3. You may have only one opportunity for academic training regardless how many degrees you receive.
4. Academic training before completion of studies will be deducted from the total 18 or 36 months.
Academic Advisor’s Recommendation Form for J-1 Student
“Academic Training” Work Authorization

This form provides the information required to grant work authorization to a J-1 international student. The student’s academic advisor should complete this entire form and sign where indicated. Questions can be directed to the Student Support Services Office, 303 Reamer Campus Center, 388-8785.

STUDENT’S NAME: ________________________________

STUDENT’S FIELD OF STUDY: __________________________

PROGRAM COMPLETION DATE: __________________________

Date listed above is (check one):

[ ] Graduation date
[ ] Last day as registered student
[ ] Other (explain): __________________________

1. Description of the academic training:

Employer: ________________________________________

Location: _________________________________________

Job Title: _________________________________________

Number of Hours per week: ______ Dates of training: From ________ to ________

2. How does the training relate to the student’s field of study?

________________________________________________________________________

________________________________________________________________________

As the student’s academic advisor or dean, I certify that the above employment is related to the student’s field of study. I recommend that you authorize this student’s proposed J-1 “academic training.”

______________________________ Date: __________________

(Signature of academic advisor or dean)

Print Name: __________________________ Title: __________________________
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