

## J-1 Student Academic Training

### Overview

Academic Training is employment training or practical experience related to your major field of study for the J-1 Exchange Visitor Program. It is fairly flexible and offers a variety of paid and unpaid, full-time or part-time, training or employment situations, with one or more employers, to supplement your academic program in the U.S.

Academic training is available at any stage of your academic program, either while you are enrolled in school or after you complete your academic program, as long as you maintain valid J-1 status, follow the appropriate application and approval procedures, and stay within the stated time limits. ***Please allow 7 business days for your SISS International Student Advisor to authorize your Academic Training.***

The J-1 student's program sponsor (UC Davis for most students) is responsible for granting the authorization with the required recommendation from the student's academic department. Students sponsored by UC Davis must request Academic Training authorization from SISS. Students who are sponsored by institutions other than UC Davis (such as Fulbright, LASPAU etc.) should check with that sponsor for information on Academic Training eligibility.

### General Information and Eligibility

- Student must be in good academic standing to be eligible.
- Academic Training must be directly related to field of study on DS-2019 during or after academic studies.
- Academic Training is available before or after completion of studies. NOTE: Post-completion applicants must submit their Academic Training Request to SISS **BEFORE** their program completion date (e.g. End of last term for undergraduates or filing date for graduate students).
- Employment must begin within 30 days of program completion date.
- Academic Training can be used for paid or unpaid internships or jobs. For example, if a student wants to work on a research project with a professor on-campus or at another school, s/he can use Academic Training to extend J-1 status for the research project. However, if it is unpaid, the student must show proof of financial support for monthly living expenses during the Academic Training period.
- J-1 Academic Training is approved for a specific job. During the authorized Academic Training period, a J-1 student is required by the U.S. Department of State to maintain adequate health insurance, which covers sickness or accidents in order to maintain the J-1 status.
- The total training period is inclusive of any prior Academic Training in the United States as an Exchange Visitor, and may not exceed the period of the full course of study in the United States.
- A period spent in part-time employment under academic training will count as full-time academic training and will be deducted from the 18 or 36 months of post completion academic training.

### Application Deadline

Students cannot begin working on Academic Training until they have their work authorization in hand. Students must submit the application for Academic Training to SISS **before** completion of their academic program. The completion date may or may not be the same as the end date on your DS-2019. "Completion" is defined as follows:

- **Undergraduates** - the last day of your final quarter at UC Davis
- **Graduates** – the day degree requirements are fulfilled such as passing final exams or filing a dissertation
- **EAP** – the last day of your final quarter at UC Davis

Refer to the box that applies to your student status regarding maximum duration of Academic Training.

	Bachelor and Master Degree Students	Doctoral students	Non-degree (e.g. Education Abroad Program) students
Duration of Academic Training	Maximum 18 months or duration of program whichever is shorter.	Maximum 36 months or duration of program whichever is shorter.	Maximum 12 months or duration of program whichever is shorter (i.e. 3 months of program of study = 3 months of Academic Training).

Please submit the following documents to SISS:

- 1. Job offer letter from your employer.** The letter must indicate the specific dates of employment, number of hours per week, salary information, name of supervisor and employer's address. The letter should be on the company letterhead (emails are not acceptable). NOTE: If employment is "unpaid" please submit financial documents (bank statement) showing proof of funding that will cover monthly living expenses for the duration of Academic Training and if applicable additional monthly living expenses for dependents (spouse/child) for the duration of your Academic Training. Your SISS advisor can tell you the amount of funding required.
- 2. Request a letter of recommendation from your academic advisor, graduate advisor, or EAP advisor that includes the following:**
  - The goals and objectives of the specific training program, and an evaluation of the effectiveness and appropriateness of the program in achieving the stated goals and objectives
  - A description of the training program, including its location, the name and address of the employer and training supervisor, number of hours per week, and dates of the training
  - How the training relates to the student's major field of study
  - Why it is an integral or critical part of the student's academic program
  - The completion or the expected completion date of the academic program (pre-completion applicants only).
  - Education Abroad Program (EAP) students must also obtain a letter of recommendation from an advisor in the Education Abroad Center. Student will then need to submit to SISS: Academic Training Request Form, EAP letter of recommendation and employment offer letter.
- 3. Completed SISS Academic Training form (located on page 3).** Student completes the Academic Training Form.

Please allow 7 business days for your SISS International Student Advisor to authorize your Academic Training. Your SISS International Student Advisor will email you when your Academic Training authorization is ready to pick up at the SISS front desk. You will receive an updated DS-2019 with the Academic Training approval dates located on the first page of your updated DS-2019 and an Academic Training authorization letter. You must contact SISS if there is any change of employer before the new employment begins.

**J-1 Student Academic Training Form*****PART I (to be completed by student)***

Name (last, first):	
Local (U.S.) address:	
Phone number:	Student ID:
Major(s):	Personal Email:
Program Completion Date: MM / DD / YYYY	Level of Education:
Have you ever participated in Academic Training (AT)? <input type="checkbox"/> yes <input type="checkbox"/> no	Dates of previous AT (if applicable): MM / DD / YYYY to MM / DD / YYYY

***Proposed Employment\****

Employer's Name:	
Supervisor's First and Last Name:	
Employer's Address:	Employer's Phone Number:
Dates of Employment (Start and End dates): MM / DD / YYYY to MM / DD / YYYY	<input type="checkbox"/> Part-time (20 max.) <input type="checkbox"/> Full-time (20+)

\*I'm requesting the above work authorization because I have received an employment offer for the specified employer and employment dates, and I understand that the employment authorization is for this employment and these dates only.

**Student Acknowledgement**

I hereby confirm the above information is complete and accurate. During the authorized Academic Training period, as a J-1 student, I understand that I am required by the U.S. Department of State to have continued adequate health insurance in effect, which meets current J-1 program requirements in order to maintain my J-1 status. If there are any changes to my Academic Training employment I will notify my SISS International Student Advisor.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_