

# ACADEMIC TRAINING FOR J-1 STUDENTS

## What is Academic Training?

Academic Training is work, training or experience related to a J-1 Student's major field of study. The work, training or experience may be paid or unpaid.

## Who is eligible for Academic Training?

To be eligible for Academic Training, you must document that you:

- Are currently in valid J-1 student status
- Are in good academic standing
- Have been offered a job or experience that is directly related to your major field of study.

## How long is Academic Training?

Bachelor's and master's students are eligible for up to 18 months of AT or the length of your program, whichever is shorter (ex: 9 month program = 9 months of AT eligibility). Doctoral students are eligible for 18 months, plus an additional 18 months following degree conferral, for a total of 36 months. Note: You can only apply for 18 months of Academic Training at a time.

## When can I participate in Academic Training?

You can participate in Academic Training during any of the situations below as long as you have a job offer and your Academic Training has been authorized.

- During the semester
- During winter break or summer vacation
- After completion of all required course work for the degree, while working on one's thesis, dissertation or equivalent
- Starting no later than 30 days after the completion of studies

## How is part-time Academic Training counted?

Part-time Academic Training is counted the same as full-time Academic Training.

## When should I apply for Academic Training?

There is no specified time period during which applications for Academic Training prior to completion of studies must be made.

Applications for Academic Training after completion of studies may be made as early as 30 days before the "course of study completion date" and must be made no later than 30 days after the completion of studies date.

*\* The "course of study completion date" is the degree conferral date immediately following the last fall or spring semester or summer term during which you were enrolled. If you complete your thesis or dissertation in the summer, but do not register for classes during the summer, you must submit to International Student & Scholar Services a letter from your academic advisor or Director of Graduate Studies verifying that you are still working towards your degree, and detailing the nature of the work that you are completing. In such cases, the September 1st degree conferral date will be your completion of course of study date.*

## How should I apply for Academic Training?

To apply for Academic Training, submit the following to the Responsible Officer (RO) or Alternate Responsible Officer (ARO) in International Student & Scholar Services (ISSS):

1. Request for Document Processing for International Students (blue form)
2. Academic Advisor Recommendation Letter that includes the following information:
  - Goal(s) and objective(s) of the specific Academic Training opportunity;
  - Description of the Academic Training opportunity, including its location, name and address of the training supervisor, number of hours per week, and dates 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. (see sample below)
3. Letter of offer of employment, describing the job duties, beginning and ending dates, and salary. (see sample below). This should be on letterhead stationery.

## How is Academic Training authorized?

ISSS will review your application and authorize your Academic Training. (No additional authorization from the U.S. Citizenship & Immigration Services is required.) You will receive a DS-2019 with Academic Training authorization and a letter for your records. It takes at least five-7 business days (one week) to process your request.

## How do I maintain my status while on Academic Training?

- Keep your passport valid at all times. Maintain an I-94 card marked "D/S".
- Have your DS-2019 signed each year by an Alternate Responsible Officer.
- Inform ISSS each time you move and within 10 days of your move.
- Maintain adequate health insurance for yourself and your dependents and keep ISSS informed about your coverage.
- Only work in a position directly related to your major field of study.
- Apply to extend your DS-2019 prior to the expiration date.

### **Disclaimer:**

*The information contained in this form is provided as a service to international students, faculty and staff at the University at Albany. It does not constitute legal advice. We try to provide useful information, but we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to any associated site or form. Neither the University at Albany nor ISSS is responsible for any errors or omissions contained in this form, or for the results obtained from the use of this information. Nothing provided herein should be used as a substitute for the advice of competent legal counsel; students may wish to consult an immigration attorney on the specifics of their case as needed.*

# ACADEMIC ADVISOR'S RECOMMENDATION FOR J-1 STUDENT'S ACADEMIC TRAINING

Student's Name: \_\_\_\_\_

Degree Level: \_\_\_\_\_ Program of Study: \_\_\_\_\_

As this student's Academic Advisor, I write in support of the application for Academic Training program. The amount of time requested is necessary to complete the goals and objectives of the training program. With this form (or attached letter), I recommend that you authorize this student to participate in Academic Training described as follows:

Description of the Training Program

Location: \_\_\_\_\_

Name and Address of Training Supervisor: \_\_\_\_\_

Number of Hours per Week: \_\_\_\_\_

Start and End Dates of Training: \_\_\_\_\_

Goals and Objectives of Training Program

\_\_\_\_\_

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How Academic Training Relates to Student's Major Field of Study

\_\_\_\_\_

\_\_\_\_\_

How Proposed Academic Training is an Integral/Critical Part of Academic Program

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Name and Title (please print or type)

\_\_\_\_\_  
Date

**SAMPLE EMPLOYER'S LETTER  
FOR  
J-1 STUDENT'S ACADEMIC TRAINING**

[Date]

[J-1 Student's Name]  
[J-1 Student's Address]  
[J-1 Student's Address]

Dear Mr./Ms. [J-1 Student]:

This is to confirm that \_\_\_\_\_ [Employer] is offering you employment as a \_\_\_\_\_ [Title of Position] for \_\_\_\_\_ months starting \_\_\_\_\_ [Date]. This employment will serve as Academic Training following your \_\_\_\_\_ [Degree Level] program in \_\_\_\_\_ [Field of Study] at \_\_\_\_\_ [University].

The goals and objectives of your training with us will be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The location of your training program will be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Your training supervisor will be \_\_\_\_\_  
[Name and Title].

His/Her address and telephone number appear at the top of this letter.

You will be expected to work \_\_\_\_\_ hours each week with salary of \_\_\_\_\_.

On behalf of the company, I welcome you to \_\_\_\_\_  
[Employer].

Sincerely,