ACADEMIC TRAINING FOR J-1 STUDENTS

The US Department of State defines certain types of study-related employment as “academic training.” You must meet certain conditions to qualify for academic training.

Academic training covers a variety of employment situations to supplement your academic program in the US. It is available both before and after completion of your program of study. As long as you stay within the stipulated time limits, it lets you work part-time while classes are in session and full-time during vacation periods. Under certain circumstances, for example while you are writing a thesis, you may interrupt study to work full-time. J-1 students in non-degree programs are eligible for academic training also.

Your J-1 Responsible Officer (“RO”)

To qualify for academic training, you must first obtain written approval from your J-1 RO, who represents your J-1 sponsor and issues your Form DS-2019. The RO must evaluate the proposed employment in terms of your program of study and your individual circumstances and then decide whether it would be appropriate. If your school is your sponsor, then your J-1 RO will probably serve as your advisor. If your J-1 sponsor is an agency, and you are uncertain how to reach your J-1 RO, ISSS can help you find out.

Eligibility

1. Your primary purpose in the US must be study, rather than academic training.

2. You must be in good academic standing at the school listed on your Form DS-2019.

3. The proposed employment must be directly related to your major field of study.

4. Throughout your academic training, you must maintain authorization to stay in the US in J-1 student status and apply for extensions as necessary.

5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.

Limitations

1. Employment will be authorized only for the length of time necessary to complete the goals and objectives of your academic training. It may not exceed the period of full course of study or 18 months, whichever is shorter. If you earn a PhD, however, your post-doctoral training may last as long as 36 months. Additional academic training beyond the 18- or 36-month limit is allowed only if required for the degree.

2. You must obtain approval from both your academic dean or advisor and your RO.
3. Part-time employment for academic training counts against the 18- or 36-month limit the same as full-time employment.

4. Earning more than one degree does not increase eligibility for academic training.

**Post-Completion Academic Training**

1. Academic training approved after completion of your program of study must be reduced by any prior periods of academic training.

2. Post-completion academic training must involve paid employment.

3. Whether the other items in the application are ready yet or not, you must obtain a written offer of qualifying employment and present a copy to your RO no later than 30 days after the end of your program, or you will lose eligibility for post-completion academic training.

4. If you plan to leave the US after you complete your program of study and then re-enter the US to begin J-1 academic training, you must obtain employment authorization before you leave to avoid delays re-entering. Consult your RO for advice.
The above J-1 student desires to engage in the following academic training program.

1. DESCRIPTION OF TRAINING PROGRAM:
   Location: __________________________________________________________
   Job title: __________________________________________________________
   Name and address of training supervisor: ________________________________
   ________________________________________________________________
   Hours per week ________ Training dates: From __________ to __________

2. SPECIFIC GOALS AND OBJECTIVES OF THE TRAINING PROGRAM:
   __________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

3. HOW DOES THE TRAINING RELATE TO THE STUDENT’S MAJOR FIELD OF STUDY?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

4. WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE EXCHANGE VISITOR
   STUDENT’S ACADEMIC PROGRAM?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

As the J-1 student’s Academic Advisor or Dean, I have set forth the nature and details of the academic training program. I approve the amount of time requested as necessary to complete the goals and objectives of this training. I hereby recommend that you authorize this student to participate in the academic training program described above.

Signature of Academic Advisor or Dean __________________________ Date ________

Name and Title of Academic Advisor (print or type)

____________________________________
Evaluation by Responsible Officer

1. I have reviewed this letter and determined that the academic training being requested _____ is _____ is not warranted.
2. The criteria and time limitations set forth in 22 CFR 514.23(f) (3) and (4) _____ are _____ are not satisfied.
3. In order to ensure the quality of the academic training program, I hereby evaluate the effectiveness and appropriateness of the Academic Training in achieving the stated goals and objectives as follows:
   ______ Satisfactory ______ Unsatisfactory

____________________________________
J-1 Responsible Officer or Alternate Responsible Officer Date ________
SAMPLE EMPLOYER LETTER FOR J-1 ACADEMIC TRAINING
(print on company letterhead)

[Company name]
[company address]
[company phone]
[company contact email]

August 13, 2016

[J-1 Student/Scholar]
[Home Address]

Dear J-1 Student/Scholar:

This is to confirm that [company] is offering you employment as a [job title] for [period of time] starting [date]. This employment will serve as academic training following completion of your [degree] program in [field] at the University of Alabama at Birmingham.

The goals and objectives of your training with us will be to obtain practical experience in [field/subject] through serving as a [job title].

The location of your training program will be at the address listed above.

[Name, title] will be your training supervisor. [Supervisor name] can be contacted at the following email address and phone number: ____________________________.

You will be expected to work __ hours per week.

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

Sincerely,

Director of Human Resources