UAB The University of Alabama at Birmingham.

International Student and Scholar Services

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. 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 UAB is your sponsor and endorsed your DS-2019, then you can meet with a RO in the ISSS office on the 2nd Floor of Sterne Library. 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. 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.

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Student _____ Major _____

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)

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