

J-1 ACADEMIC TRAINING

- All application materials are to be submitted to the OIS. Do not staple materials together
- You will receive an email when the employment is authorized. Do not begin any employment until you receive written authorization from the OIS to do so.
- It is your responsibility to ensure that your DS-2019 does not expire while you are engaged in Academic Training.
- If you are under the sponsorship of any other exchange visitor program (e.g., I.I.E., AMIDEAST, etc.), you should contact your program sponsor for AT policies, application forms and instructions.
- If the student is applying for post completion Academic Training, the application, including job offer letter, must be submitted to the OIS within 30 days of meeting degree requirements.

Academic training is work, training, or experience related to a student's field of study. Appropriate activities vary over disciplines. Postdoctoral training in biochemistry, for example, may consist of paid research at one location with one faculty adviser. Academic training in music may involve a number of paid or unpaid teaching or Performance opportunities. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, U. S. or foreign, provided that the application and approval procedures are followed for each employer and activity and that the time limits are not exceeded.

Regulation:

22 C.F.R. §62.23(f)(2) A student may participate in academic training programs during his or her studies, without wages or other remuneration, with the approval of the academic dean or advisor and the Responsible or Alternate Responsible Officer. A student may be authorized to participate in academic training programs for wages or other remuneration during his or her studies or commencing not later than thirty (30) days after completion of his or her studies.

Requirements for Academic Training

The following criteria must be met:

1. The student must be in the United States primarily to study rather than engage in academic training. This is meant to eliminate situations in which the student studies for a short period and undertakes academic training for a longer period.
2. Academic training must be done with a specific employer or training site, and be directly related to the major field of study listed on the Form DS-2019. A specific description of the training opportunity is required.
3. The student must be in good academic standing.
4. The student must receive written approval in advance from the RO/ARO for the duration and type of academic training.

Academic training is permitted at any stage of a student's program, while the student is enrolled in school or after completion of the program.

Time Limitations on Academic Training

Students in degree programs are permitted an overall limit of 18 months, which includes all academic training, whether before or after completion of studies. The total training period may not exceed the amount of time spent in the full course of study. An exception to this limitation allows additional time beyond 18 months "to the extent necessary for the exchange visitor to satisfy' the mandatory requirements of his or her degree program in the United States." For example, a master's in social work or psychology might require a period of supervised training for longer than 18 months for the degree.

Postdoctoral Training

For postdoctoral training after completion of a U.S. degree the overall limit is 36 months. A new Form DS-2019 must be issued for the second 18 months.

What does “postdoctoral” training mean?

Some confusion has arisen as to the definition of “postdoctoral” and the kinds of activities permitted during the 36-month post doctoral academic training. The Office of International Services will authorize “Post doctoral Academic Training” for 36 months only if the employment is undertaken after receipt of the doctoral degree under the supervision of a mentor. The job offer letter must make it clear that the employment being offered is a post-doctoral fellowship.

Student in a Non-Degree Program

For students in a prescribed course of study in a non-degree program, the regulations indicate that the total stay is limited to a total of 24 months, inclusive of all study time and any authorized academic training.

Part-Time Academic Training

All academic training is counted as full time, even if employment is on a part-time basis.

Examples:

- A student had authorized academic training for 2 months each summer for each of his four undergraduate years and part time academic training for 4 months of his final semester at the undergraduate level. He has used up 12 months of academic training. After completing the Ph.D., he is entitled to only 6 months more of academic training to complete his first 18 months. He may be eligible for another 18 months because he has completed the Ph.D. if he has a post doctoral fellowship.
- A graduate student who has already done graduate work outside the United States is admitted with advanced standing. She needs only 2 years of graduate school to complete the Ph.D. She is not entitled to 36 months of academic training as a post-doc because the program in the United States was less than 36 months, and the academic training period may not exceed the period of full course of study in the United States.
- A student receives a Ph.D. in electrical engineering and is offered a job as a systems designer in the research and development section of a computer company. He has received no previous academic training and is eligible for 18 months of academic training using the academic definition of postdoctoral, this work is employment, not postdoctoral training, and the student is eligible for only 18, not 36, months of academic training.
- A student engaged in a nondegree prescribed course of study for 14 months has 14 months of academic training available. Under the DOS interpretation of the regulation, the combined period of prescribed course of study and academic training may exceed 24 months, but the academic training period may not be longer than the prescribed course of study.

Procedures For Granting Academic Training

Student must submit the following items to the OIS:

1. Recommendation Form Completed by Academic Advisor

The student’s academic dean or advisor must complete the attached recommendation form.

2. Offer letter, on company letterhead and signed by supervisor, which includes a description of the proposed training and the location, name and address of the training supervisor, number of hours per week, and dates of the training. The employment start must be in the future. We will not back date employment authorization.

Upon receipt of a bona fide application, the OIS will:

- Determine if and to what extent the student has previously participated in academic training as an exchange visitor student, in order to ensure the student does not exceed the period permitted;
- Review the letter from the potential employer as well as the Academic Advisor’s Form
- Make a written determination of whether the academic training currently being requested is warranted and the criteria and time limitations set forth in § 62.23(f) (3) & (4) are satisfied.

Start date of post-completion academic training

The regulations state that a student may be authorized to participate in academic training “commencing not later than thirty (30) days after completion of his or her studies.”

Please note that it is still important that the student’s DS-2019 remain valid at all times. And so, in the post-completion training scenario, if the program end date on Form DS-2019 will be reached before the academic training begins, it must be extended before the end date is reached, and kept current throughout the student’s academic training period as well.

This might create a dilemma in the case of students that do not have an offer of academic training by the time their program end date arrives, because the RO/ARQ will have to decide on what basis to extend the DS-2019. Prior to SEVIS, USIA had stated that the requirement for students to commence post completion academic training not more than 30 days after completion of studies academic training meant that the student must at least have an academic training offer by that date, even if the actual duties are scheduled to begin somewhat later [USIA letter to NAFSA (May 6, 1993)]. In all cases, the 18-month eligibility clock should be seen to begin on the date the student completed his or her program. Students who delay the actual start of employment will therefore lose academic training time.

Paid v. unpaid training

The wording of the regulations seems to permit unpaid academic training only prior to completion of a program. While less common than paid work, unpaid academic training is a significant part of some disciplines, and DOS has agreed that an RO/ARO may authorize unpaid post-completion academic training if satisfied the student has adequate funding to cover expenses:

“The Agency agrees that unpaid academic training following completion of the degree program is permissible when the student is supported from sources such as the home government. Sponsors must determine that these students continue to have adequate financial support to maintain their extended program stay before authorizing unpaid academic training. Sponsors continue to be responsible for these students during the period of academic training.”

Academic training may also take the form of several activities of short duration rather than one long appointment. For example, a music major might do volunteer teaching in the public schools or offer enrichment courses at a summer camp or through the city parks and recreation office. At the same time he could accept intermittent paid employment provided each such activity met the academic training criteria and had RO/ARO approval. In this way a motivated and careful student might use his or her entire 18 months of academic training in a combination of paid and unpaid activities. At all times the student must be able to demonstrate financial support sufficient to meet the J- I funding requirements.

I-9 issues

Academic training employment is part of the exchange program and therefore is authorized for purposes of the Immigration Reform and Control Act (IRCA). Evidence that the student is in status (Form DS-2019 and Form I-94) and a letter from the RO/ARO granting academic training should suffice for Form I-9 purposes.

Multiple employers or change of employers

Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, U.S. or foreign, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.

Continuing requirement to report address changes to RO/ARO

Exchange visitors on Academic Training continue to be responsible for notifying their RO/ARO with any change in address, within 10 days of the change. Likewise, RO/AROs continue to be responsible for updating SEVIS with address changes, within 21 days of receiving the student’s notice.

Academic Advisor's Form

This form must be completed by your academic advisor and brought with you at the time of your appointment. **DO NOT FAX THIS FORM SEPARATELY**

Student's name	
Temple ID#	Overall GPA
Level of Study	Field Of Study
Student <input type="checkbox"/> Is <input type="checkbox"/> Is Not In Good Academic Standing If no, why?	
Has this student continuously enrolled for and completed full course of study? <input type="checkbox"/> Yes <input type="checkbox"/> No [DOS/USCIS Regulations State That Full-Time Graduate Students Must Carry The Minimum Of Nine (9) Credit Hours And That Full-Time Undergraduate Students Carry The Minimum Of Twelve (12) Credit Hours] If no, please explain why student has fallen below full-time status	
Date (not semester) by which student will meet degree requirements (MM/DD/YYYY) [Must Be Completed] (i.e. defends dissertation, submits thesis, completes last exam for degree)	Date (MM/DD/YYYY) (not semester) of Graduation Is [Must Be Completed]
State Goals and Objectives of the Specific Training Program	
How does the training relate to the student's major field of study?	
Why is the training an integral or critical part of the academic program of the exchange visitor student?	
Advisor's Name and Title	
Email	Phone
Signature	Date