



### **Academic Training for J-1 Students**

Academic training is training related to a student's field of study. Appropriate activities vary over disciplines. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.

In addition to specific limits on the duration of academic training, a general condition for academic training is that the student must be "primarily in the United States to study rather than engage in academic training."

#### **Eligibility:**

- The student is primarily in the United States to study rather than engage in academic training;
- The student is participating in academic training that is directly related to his or her major field of study listed on his or her Form DS-2019;
- The student is in good academic standing; and
- The student receives written approval in advance from the responsible officer (RO) for the duration and type of academic training.

**Conditions:** A student may be authorized to participate in an academic training program for wages or other remuneration:

- During his or her studies; or
- Commencing not later than 30 days after completion of his or her studies.

#### **Time Limitations:**

- 18-month general limit for undergraduate students; a student can engage in up to 18 months or the period of the full course of study, whichever is less.
- More than 18 months can be approved only if it is "necessary for the exchange visitor to satisfy the mandatory requirements of his or her degree program in the United States."

Office of International Admission



## Procedure

You must submit to the Office of International Admissions the following documents:

- The offer letter from the employer or training site with the description of the proposed AT.
- The academic advisor's recommendation form (see below).
- The Academic Training application completed by the student (see the form below).
- Immigration documents (copies of DS-2019, passport picture and expiration date pages, visa).

Upon receipt of the documents listed above, a Responsible Officer (RO) evaluates effectiveness, quality, and appropriateness of the AT; ascertains your eligibility. The RO also determines if and to what extent you have previously participated in Academic Training as an exchange visitor student, in order to ensure that the AT does not exceed the period permitted.

- If AT is warranted, the RO will issue the Employment Authorization Letter that specifies the employer and dates of training authorized.
- The RO will update your SEVIS record to reflect the AT.
- The period of Academic Training must be covered by the DS-2019 Form. If the period of AT is beyond the ending date of your current DS-2019, the RO will issue a new Form DS-2019. It will cover the actual period of AT authorized. The new DS-2019 Form may not be issued for more than 18 months at a time.
- The RO's letter is the official document authorizing your off campus employment. You need to submit this letter to the prospective employer as an employment eligibility document acceptable to complete the Form I-9 "Employment Eligibility Verification" and start the training.

All documents must be submitted at least 2-3 weeks before the AT starting date and before the expiration date of the current DS-2019. The DS-2019 form must be valid at all times – during the studies as well as during AT – without any break between the program completion date and the AT starting date. The DS-2019 may not be extended after the completion date of the program or after expiration date of the current DS-2019 – whichever is earlier. If AT cannot be processed, you may stay in the US for 30 days upon completion of the program, and then leave the country.

**Please remember that off campus employment without the RO's authorization is a serious violation of your status. It might make you ineligible for further privileges or benefits and in some situation can cause your deportation.**

Office of International Admission



**APPLICATION FOR ACADEMIC TRAINING**

Student ID#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

UMU Email: \_\_\_\_\_

Your Major: \_\_\_\_\_ Semester Stated: \_\_\_\_\_

List all previous period of AT:

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

What type of AT are you applying for?

Pre-completion (while still in degree program): \_\_\_\_\_

Post-completion (finished with degree program): \_\_\_\_\_

Start date of AT: \_\_\_\_\_ End date of AT: \_\_\_\_\_

Signature: \_\_\_\_\_

Office of International Admission



**ACADEMIC TRAINING RECOMMENDATION**  
*(To be completed by the academic advisor/program)*

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Student's Name

ID#

Student's Program: \_\_\_\_\_

Student's Expected Completion date: \_\_\_\_\_

Does the training program contribute towards the student's academic goal?  Yes  No  
If Yes, please explain:

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Is the student in good academic standing?  Yes  No

Is the training program in the student's major field of study?  Yes  No

Is the training program an integral part of the program?  Yes  No

Student will register for:  Internship  Practicum  Co-op

Other: \_\_\_\_\_

Course Number: \_\_\_\_\_

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Name & Title of Academic/Program Advisor

Department

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Signature

Date

Office of International Admission



Office of International Admission

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