

J-1 ACADEMIC TRAINING INFORMATION SHEET & REQUEST FORM

OSU Office of International Students and Scholars (ISS)

“Academic Training” (AT) is offered to an international student with a J-1 visa in order to allow for practical experience (paid or non-paid) to supplement an academic program. It is strictly controlled by federal regulations governing the Exchange Visitor Program and must be approved by the Office of International Students & Scholars (ISS) before it can be granted. Regulations state that a student desiring an Academic Training program must submit a letter from his/her Academic Advisor recommending this program. By submitting a completed and signed copy of the attached form or a letter containing the required components to ISS, an advisor will have fulfilled this requirement.

Basic eligibility requirements for Academic Training are as follows:

- The EV’s primary purpose in the United States must be study rather than “Academic Training”
- The EV must be in good academic standing at the school listed on the DS-2019
- The proposed employment must be directly related to the major field of study
- During the “Academic Training” the EV must maintain J-1 status and apply for extensions as necessary.
- The EV must maintain health insurance coverage for him/herself and any J-2 dependents for entire period of AT.
- The EV has obtained permission from the J-1 Responsible Officer in ISS.

Limitations – general

- Employment may be authorized for the “length of time necessary to complete the goals and objectives of the training, provided that the amount of time...is approved by [both] the academic dean or advisor and ...the responsible officer.” It may not exceed “the period of full course of study” or 18 months, whichever is shorter. If the EV received a PhD, however, “post-doctoral training” may last as long as 36 months. Additional “Academic Training” beyond the 18 or 36-month limit is allowed only if it is **required** for the degree.
- Part-time employment for “Academic Training” counts against that 18 or 36-month limit the same as full-time employment.
- Earning more than one degree does not increase eligibility or extend time limits.
- With permission for Academic Training, an EV may work part-time while classes are in session and full-time during vacation periods. Under certain circumstances, s/he may interrupt study to work full-time. For example, an EV may want to work while writing a thesis. The limit is 18 months or the time the EV has been a full-time student, whichever is shorter, unless the employment is a degree requirement.
- Academic Training following completion of a program must involve **paid employment which will start within 30 days of the end of the EV’s program end date**. To request approval, EVs must show the J-1 Responsible Officer a **written offer of appropriate employment before the program end date or completion of the academic program**. If an EV does not have this written offer within this timeframe, s/he will lose eligibility for Academic Training after completion of a program of study. The limit is 18 months or the time that an EV was a full-time student, which ever is shorter, **minus** any previous Academic Training. However, if an EV receives a doctorate at the conclusion of the J-1 student program, s/he becomes eligible for three years of “post-doctoral training” minus the time used for any Academic Training before the doctorate was awarded. If an EV plans to leave the US after completing the academic program of study and reenters the country for J-1 Academic Training, s/he must obtain employment authorization before leaving the country. Otherwise s/he will have trouble reentering the United States. Please consult the J-1 Responsible Officer or Alternate Responsible Officer to notify them of specific considerations and request advice before leaving the country.

How to Apply – Please consult with ISS’s J-1 Responsible Officer/Alternate Responsible Officer

- Obtain instructions and required forms from the Office of International Students and Scholars (ISS)
- Discuss Academic Training with Academic Advisor to determine what employment or training will be approved.
- Seek a training/employment opportunity
- Obtain a letter of offer from the prospective employer that includes the job title, a brief description of the ‘goals and objectives’ of the training program/employment, the dates and location of the employment, the number of hours per week, and the name and address of the ‘training supervisor.’ The employer’s letter must include all this information.
- Give the employer’s letter to your academic advisor or dean for use in completing the J-1 Academic Training Request Form. The advisor must approve AT for the period necessary to complete the goals and objectives of the training.
- Submit the completed J-1 **Academic Training Request form** with the Advisor’s approval and the letter of offer from the employer to ISS
- The J-1 Responsible Officer evaluates the academic training program and decides whether it is warranted and appropriate. If so, s/he will write a letter of approval for the Academic Training that should be retained indefinitely for your immigration records. If employed by OSU, a copy of this letter must be submitted to the OSU International Tax Coordinator and administrative officials who will be placing you on OSU payroll.
- If necessary, the appropriate program extension will be made and a new DS-2019 will be issued to the Exchange Visitor. When authorizing “post-doctoral training,” the J-1 Responsible Officer will be able to issue a new DS-2019 for no more than 18 months at a time. Another extension of 18 months can be made at a later date.

J-1 ACADEMIC TRAINING REQUEST FORM

OSU Office of International Students and Scholars (ISS)

Please read the J-1 Academic Training Information Sheet before completing this form.

Name of Student: _____ OSU ID# _____

Academic Advisor: _____
(Name) (Title)

Academic Department: _____

Email: _____ Phone: _____

Office Address: _____

Organization Offering Academic Training Program:

Address: _____

Immediate Supervisor: _____

Start Date: _____ End Date: _____

Hours worked per week: _____

Program Description/Activities: _____

Goals and Objectives of the program:

Describe how this Academic Training program relates to the students major field of study and why it is an integral or critical part of the student's academic program:

As this student's Academic Advisor I recommend that the above described Academic Training program be permitted.

Signature

Date

Printed Name

Please return completed form to: J-1 Exchange Visitor Program

ISS

309 Wes Watkins Center