

J-1 STUDENT ACADEMIC TRAINING (AT) APPLICATION

Academic training is work, training, or experience which is directly related to your major field of study. As a J-1 student, you may participate in academic training during or after your studies if your J-1 program sponsor grants written approval. Bachelor's and master's degree students are eligible for up to eighteen (18) months of academic training or a period equivalent to their full-time course of study in the United States, whichever is less. Doctoral students are eligible for up to thirty-six (36) months of academic training or a period equivalent to their full-time course of study in the United States, whichever is less. All academic training is counted as full-time, even if it is on a part-time basis.

Requirements for Eligibility

You may be eligible for academic training if:

- You are in valid J-1 status and are in good academic standing at Oregon State University;
- You have the approval of your academic dean or advisor and the J-1 program sponsor's written approval in advance for the duration and type of academic training;
- You are in the United States primarily to study rather than engage in training;
- The proposed academic training is directly related to your field of study as listed on your DS-2019; and
- You will maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training.
- **You may not begin working until you have written authorization from your J-1 program sponsor.**

You may be authorized for academic training during your studies or within 30 days after completion of your academic program. **If you plan to apply for academic training following completion of studies, you must obtain written authorization from your program sponsor prior to the expiration date on your DS-2019 and/or no later than 30 days following your final term of registration.**

If you have received an employment offer but do not plan to begin your employment immediately following completion of your studies, please consult an International Student Advisor to discuss how this may affect your total amount of academic training.

If you plan to travel outside the U.S. during the 30 days following completion of your studies, you must apply for academic training before you leave the U.S.

Application Instructions

To obtain approval for academic training, you must follow these steps:


- ❑ Meet with an International Student Advisor to discuss your proposed academic training opportunity.
- ❑ Obtain a letter offering you a training position from your prospective employer. The letter should show the name, address, phone number, and email of the training supervisor; type of training; number of hours per week of training; salary information; dates of the training; and address of the training location (see sample letter).
- ❑ Ask your academic advisor to complete the Academic Advisor's Certification for J-1 Academic Training, using the information in the prospective employer's letter.
- ❑ Complete and return the Request for Academic Training form, the job offer letter, and the Academic Advisor's Certification for J-1 Academic Training to the Office of International Services **at least two weeks** prior to your intended start date and prior to the expiration of your DS-2019 form.

Staff in the Office of International Services will determine your eligibility for academic training. If you are granted academic training, you will receive an employment authorization letter indicating the terms of approval.

Request for Academic Training (to be completed by the student)

Last name (family) _____ First name (given) _____

Student ID _____ - _____ - _____ Phone _____ Email _____

Current U.S. Address: Go to <https://ipconnect.oregonstate.edu> Click on  Select biographical information, then Local U.S. Address E-Form. * You are required to report your address to SEVIS to maintain your immigration status.

Future address _____ Future address effective date _____

Degree: Bachelor's Master's Doctorate Other: _____

Field of study _____ Completion of studies date: _____

Please complete the following information about your proposed academic training:

Name and address of proposed employer _____

Supervisor's name _____

Supervisor's Phone Number: _____ Supervisor's Email Address: _____

Dates of training _____ Title of position _____
(mm/dd/yyyy to mm/dd/yyyy)

- Type of academic training requested During studies, without pay
- During studies, with pay
- After studies, with pay
- After studies, without pay (please attach proof of financial support)
- Postdoctoral training

If you have *previously* received approval for J-1 academic training (AT), please indicate the employment below:

COMPLETE DATES OF TRAINING	NAME OF EMPLOYER	PROGRAM SPONSOR AUTHORIZING AT

I hereby certify that the information provided above is correct and complete. I understand that I am not to begin employment until I have obtained written authorization from my program sponsor. I also understand that while on academic training, it is my responsibility to maintain health insurance (in compliance with the J-1 regulations) for myself and my dependents and that my J-1 status could be terminated if I fail to do so.

J-1 Exchange Visitor's Signature _____ Date _____

Academic Advisor's Certification for J-1 Academic Training (to be completed by the advisor)

Academic training allows students on J-1 Exchange Visitor visas to engage in up to 18 months of training (36 months for doctoral students) directly related to their field of study, provided they meet the requirements on page 1 of this form. Academic training may be authorized during studies or within 30 days after completion of studies. To certify the student's eligibility for academic training, we need the following information from you:

Name of student _____ Date of completion of studies* _____

****NOTE: This date should be the completion of all degree requirements, including submission of the final copy of the thesis or project (if applicable). The student must obtain written authorization from the program sponsor prior to the expiration date on your DS-2019 and/or no later than 30 days following your final term of registration***

Goals and objectives of specific training program:

Description of training program (including location, name and address of training supervisor, number of hours per week, and dates of training):

Relationship of training to student's major field:

Reasons that the training is an integral or critical part of the student's academic program:

Authorizing Signature:

Academic Advisor's Signature _____ Date _____

Academic Advisor's Name (Printed) _____ Department _____

Telephone Number _____ Email _____

Sample Employer's Letter for J-1 Academic Training

**Ocean Blue, Inc.
1234 Main St.
Seattle, WA 98101
555-555-1212
p.king@oceanblue.com**

December 1, 2016

Mr. Bartolome de las Casas
10 Water Street
Corvallis, OR 97330

Dear Mr. de las Casas,

This is to confirm that Ocean Blue, Inc. is offering you employment as a researcher for 18 months starting January 1, 2017 and ending June 30, 2017. This employment will serve as "academic training" following your Bachelor of Science program in Fisheries and Wildlife Sciences at Oregon State University.

The goals and objectives of your training with us will be practical experience in studying the marine life near recreation areas.

The location of your training program will be at 1484 Seville Dr., Newport, OR and the waters off the city beaches.

Your training supervisor will be Mr. Philip King, Vice President for Marine Relations. His address, telephone number, and email address appear above on the letterhead.

You will be expected to work for 40 hours each week and your salary will be \$40,000.

On behalf of the company, I welcome you to Ocean Blue, Inc.

Sincerely,

Isabella Crown
Director of Personnel