

## 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.**
- **Registration requirements:** Students on Pre-Completion Academic Training will be required to enroll in credits due to academic component of internship or training.

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.

If you are eligible and approved for academic training, you will receive an employment authorization letter from the Office of International Services indicating the terms of approval.

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

Last name (family) \_\_\_\_\_ First name (given) \_\_\_\_\_

Student ID \_\_\_\_\_ - \_\_\_\_\_

Current U.S. Address, Phone, and Email: Go to <https://ipconnect.oregonstate.edu>.  
Click on and complete Local U.S. Address and Contact Information E-Forms.



Select 'Biographical Information'

\*You are required to report these updates 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 |
|----------------------------|------------------|--------------------------------|
|                            |                  |                                |
|                            |                  |                                |
|                            |                  |                                |

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

**Registration**

You must continue to maintain valid immigration status while engaged in Academic Training (AT). For students on Pre-Completion Academic Training, full-time enrollment is required unless you are approved for a vacation term, Reduced Enrollment, or a reduced course load. A minimum of 1 credit for the AT is required during summer/approved vacation terms. There is no enrollment requirement for Post-Completion Academic Training.

Enter your course(s) for the internship below. At least 1-3 credit must be listed for the term(s) you will be engaged in academic training:

| Term | Year | Credit Hours | Course Number | Course Title |
|------|------|--------------|---------------|--------------|
|      |      |              |               |              |
|      |      |              |               |              |
|      |      |              |               |              |
|      |      |              |               |              |

**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