



Academic Training (Internship) for J-1 students

Definition: Academic Training is work, training, or experience 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, U.S. or foreign, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.

Eligibility

- Maintaining J-1 status and in good academic standing
- Obtain job offer in your field of study as indicated on the DS-2019
- Exchange students for 1 semester are eligible for 4 months of Academic Training; Exchange students for 1 year are eligible for 9 months of Academic Training.

Academic Training can occur before or after completion of your proposed program of study:

- **Academic Training before completion** can be part-time or full-time. Part-time employment is allowed while classes are in session. Full-time employment is only allowed during a vacation period.
- **Academic Training after completion** can be full-time. The student must begin employment no later than 30 days following the completion of the program. Your DS-2019 form must be valid for the duration of academic training. Requests for extension of DS-2019 due to academic training require a written job offer, proof of insurance coverage, and proof of funding during the extension period.

Note:

- Part-time employment is subtracted from the total amount of time allowed at the same rate as full-time employment.
- You are legally allowed to remain in the U.S. in J-1 status for 30 days after completion of Academic Training. This period is known as the "grace period." You are not allowed to travel outside the US or be employed during the grace period.

Procedures:

Schedule an appointment and bring the following documents to the Center for International Studies:

1. Completed Academic Training form
2. A written job offer on letterhead. The letter should specify the company name, position title, job requirements, dates of employment, and rate of pay (if it is a paid position).
3. Original financial documents for extended period of stay (\$813/month plus health insurance prepaid: \$73/month)
4. Students should discuss plans with institution in home country and obtain approval if necessary.

CIS will review the documentation and authorize the Academic Training. This will take approximately 3-5 business days.



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Student Information:

Last Name _____ First Name _____

SCSU Student ID _____ SEVIS ID #: N000 _____

Telephone Number _____ E-mail: _____

Degree Level: Bachelors Masters Doctoral Non-degree/Exchange

Major Field of Study as listed on DS-2019: _____

SCSU Program Completion Date as listed on DS-2019: _____

Academic Training Information

Name of Employer _____

Employer Address: Line 1 _____

Line 2 _____

City, State, Zip Code _____

Supervisor Last Name _____ Supervisor First Name _____

Supervisor Phone _____ Supervisor E-mail _____

Position Title _____

Position Responsibilities _____

Academic Advisor Recommendation *(To be completed by SCSU Academic Advisor)*

Main Goals and Objectives of Academic Training _____

Describe how the Academic Training relates to the student's field of study _____

Explain why this position is an integral or critical part of the student's academic program _____

Student's Academic Major _____ Program Completion Date (mm/dd/yyyy) _____

Signature _____ Date _____

Name _____ Title _____

Telephone Number _____ E-mail: _____