



Academic Training Information

- ✓ Pre-completion academic training is defined as training done in your field of study as a J-1 student before you complete your program.
- ✓ Post-completion academic training is training done in your field of study after you complete your academic program.
- ✓ Students may participate in a total of 18 months of academic training, depending on the length of their program. Any academic training completed, whether it is before or after program completion date, is subtracted from the 18 month total. ***The total training period may not exceed the amount of time spent in the full course of study.***
- ✓ Pre-Completion AT may be part-time.
- ✓ Post-Completion AT may be full-time.

What should I do?

1. You must first obtain an offer letter from your employer. The letter must be on letterhead and should clearly have a brief description of the proposed employment. It should also include the name and contact information of your supervisor, dates of employment, salary, and location. (The description of the proposed employment in the letter is important, as it will help the Associate Dean determine whether the job is related to your major field of study.)
2. If your academic advisor or dean agrees that the work is academic training and is related to your field of study please have them sign the academic training application form.
3. Please make an appointment to meet an International Services Specialist.
4. Bring your letter of employment as well as academic training application form. For pre-completion academic training, a letter will be issued by the International Services Specialist to show academic training authorization. For post-completion academic training, you will receive a letter from the International Services Specialist and a new DS-2019 document.
5. If you are applying for Post Completion Academic Training, you must provide new financial evidence indicating you have funds for living expenses as well as a copy of your valid health insurance.
6. Post Completion Academic Training will begin the day after the official program end date (not the date of graduation). The 18-month clock will begin the day after your program end date according to your DS-2019.

Students may not start employment until they have received an authorization letter from an International Services Specialist and the new DS-2019, if applicable. If you change employers, government regulations require that you complete the academic training authorization process again and receive a new letter. The authorization letter only allows you to work at the location authorized in the letter and for the indicated start and end dates.