

Academic Training Application (J Visa-Holders)

Academic Training is training in the area of your major that takes the form of an internship or actual employment. It serves to supplement and support your academic program in the United States. Academic Training is available before the completion of your program of study as well as following completion. Exchange Visitors can be employed under the following circumstances:

- Part-time while classes /program are in session (pre-completion)
- Full-time or part-time when degree has been completed (post-completion)

The amount of time you may spend on pre and post-completion Academic Training is the same length as your program for 18 months (whichever is less).

- The total time allowed for the bachelor's and master's degree level is 18 months. The allowable time is cumulative for all degrees per 22 CFR 62.23(f)(4)(ii). The 18-month limit includes all authorized time in the United States or for the period of the course of study.
- Part-time employment is counted the same as full-time employment towards the fulfillment of the Academic Training maximum of 18 months.

Requirements to be eligible for Academic Training

- Maintain full-time status and academic progress.
- Be in good academic standing.
- The proposed employment must be directly related to your major field of study.
- Maintain your J-1 status and apply for extensions where necessary
- Maintain health insurance coverage for yourself and J-2 dependents throughout your Academic Training.

Application Process:

- You must obtain approval for Academic Training to follow the completion of your program as least one week before the program end date in order to extend your DS-2019; even if the job does not begin until later.
 - Note the program end date is the last day of your final semester regardless of the current program end date on your DS-2019.

Submit the following information to SUU International Student & Scholar Services:

1. Passport
2. Visa
3. I-94
4. Completed Request Form (included)
5. Letter of employment from an employer (see included "Sample Employment Letter").
 - a. Must include:
 - i. Employer Letterhead
 - ii. Job title
 - iii. Goals and objectives of the Academic Training program
 - iv. Employment dates
 - v. Employment location
 - vi. The number of hours of employment per week
 - vii. Name and address of Supervisor

If approved, the ISSS office will write a letter authorizing employment with a copy for you and one for your

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employer. When authorized, your dates of employment and the employer will be printed on your new DS-2019. You cannot start work until you receive and have signed the new DS-2019. Please keep all of your prior DS-2019's.

Travel

You must obtain employment authorization before leaving the United States after you complete your program of study and before starting your Academic Training. Consult ISSS for advice before travel.



Office of International Affairs

International Student & Scholar Services

351 W University Blvd. Cedar City, UT 84720

Phone: (435) 586-1995

www.suu.edu/iss

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Student Name: Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth:

Email: Phone Number:

Current U.S. Address: Street address City State Zip

Employment Information

Name of Company:

Company Address:

Name of Supervisor:

Email: Phone:

Requested Academic Training Authorization Start date:

Dates of Employment: Start date: End date:

Number of hours you will work per week: Full time or Part time

Brief Position Description that includes how employment is related to the student's field of study: (you may also attach a copy of the position description from the employer)

[Blank lines for position description]

Note to employer: Employment may be denied if the student is out of status. An Alternate Responsible Officer will contact you via email if the student is out of status, and is ineligible for employment.

I have read and understand the requirements for applying for Academic Training, I understand that I must continue to maintain my immigration status while on Academic Training, and I certify that all of the information contained in this packet is correct.

Signature

Print Name

Date

SAMPLE EMPLOYER'S LETTER

OCEAN BLUE, INC.
1492 Santa Maria Drive
Atlantic City, NJ 07777
201-555-1212

January 1, 2019

Mr. Christopher Columbus
10 Water Street
Death Valley, CA 92655

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you employment as a Small Craft Pilot for 18 months starting June 1, 2006 and ending December 1, 2007. This employment will serve as "Academic Training" following your Bachelor of Science program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars and shallow salt water, without striking bathers.

The location of your training program will be the company boatyard in Atlantic City, and the waters off the city beaches.

Your training supervisor will be Mr. Amerigo Vespucci, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week.

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

Sincerely,

Nina Pinta Director
Address
Email