

## ACADEMIC TRAINING GUIDELINES

J-1 exchange visitor students are able to participate in academic training with or without compensation at any time during their studies with the approval of an academic dean or advisor and the Office of International Students and Scholars (OISS). Academic training with compensation can also be undertaken after completion of studies with written approval from OISS.

### TIME LIMITATIONS

Generally, undergraduate and pre-doctoral students are eligible for up to eighteen months of academic training or the period of full course of study, whichever is less. Students completing doctoral degrees may be eligible for up to 36 months of postdoctoral academic training.

### QUALIFICATIONS AND CRITERIA

A student may be authorized to participate in academic training programs for wages or other remuneration during his or her studies or commencing not later than thirty (30) days after completion of his or her studies if all of the following criteria are met:

1. the student's primary purpose in the United States is to study rather than engage in academic training;
2. the student is participating in academic training that is directly related to his or her major field of study as listed on the DS 2019;
3. the student is in good academic standing and in good standing with the Office of Student Accountability, Advocacy and Disability Services; and
4. the student receives written approval in advance from the Office of International Students and Scholars for the duration and type of academic training.

### APPLICATION PROCEDURES

- I. The student must present to OISS the following documents:
  - A. a recommendation from the student's academic dean or advisor setting forth:
    - the goals and objectives of the specific training program;
    - a description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and the dates of the training;
    - how the training relates to the student's major field of study; and
    - why it is an integral or critical part of the student's academic program.
  - B. a copy of the offer letter from the prospective employer which specifies beginning and ending dates of training (employment) and whether the training is full time or part time
- II. Upon receipt of the above documents, an OISS staff member will determine whether or not the proposed training meets guidelines set forth by the Department of State (DOS). If the proposed training is in keeping with DOS guidelines and the student is eligible, academic training will be authorized.