

## J-1 Academic Training

### General Information

Academic training is flexible in its format and offers a variety of employment situations to supplement your academic program in the U.S. as a J-1 student. It is available before completion of your program of study as well as afterwards. J-1 students in non-degree programs are also eligible for academic training. Prior authorization by an immigration advisor in International Programs is required.

### Conditions

1. Your primary purpose in the U.S. must be study rather than academic training.
2. You must be in good academic standing.
3. The proposed employment must be directly related to your major field of study.
4. Throughout your academic training you must maintain permission to stay in the U.S., in J-1 student status, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your academic training..

### Limitations

1. Your employment may be authorized for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time is approved by both the academic advisor and immigration advisor in the Center for International Programs. It may not exceed the period of full course of study or 18 months, whichever is shorter.
2. Part-time employment for academic training counts as full-time employment.

### After Completion of Your Program of Study

1. Academic training following completion of your program of study must involve paid employment, unless you can verify adequate financial support during the terms of academic training.
2. You must apply for Academic Training prior to your program completion date or you will lose eligibility for academic training. In any event, do not let your DS-2019 expire.
3. If you plan to leave the U.S. after you complete your program of study and reenter the country for J-1 academic training, you must obtain employment authorization before you leave.

### Application Procedure

1. Obtain a letter of offer from your prospective employer that includes your job title, a brief description of the goals and objectives of your proposed training program (your employment), the dates and location of the employment, the number of hours per week, and the name and address of your "training supervisor." Make sure that your employer's letter includes all of these details.
2. Give a copy of your employer's letter to your academic advisor for use in completing the attached "Academic Advisor's Recommendation Form."
3. Make an appointment to see your immigration advisor in the Center for International Programs. Bring the letter of employment offer and
4. recommendation from your academic advisor to the Center for International Programs to have the material reviewed.
5. Upon approval, the advisor will issue an employment authorization letter and updated DS-2019.

# Academic Advisor's Recommendation Form for J-1 Academic Training

## Part A: Academic Training Information

Mr./Ms. \_\_\_\_\_, a Cal Poly Humboldt J-1 student majoring in \_\_\_\_\_, wants to engage in the Academic Training program discussed below.

The student wishes to (pick only one):

- engage in an academic training prior to completion of study
- engage in an academic training after completion of study and is expected to complete the course of study on \_\_\_\_\_.

Job title: \_\_\_\_\_

Location (complete address): \_\_\_\_\_

Name and address of the training supervisor: \_\_\_\_\_

Dates of the training program: from \_\_\_\_\_ to \_\_\_\_\_

Goals and objectives of the specific training program:

How does the training program relate to the student's major field of study?

Why is the training an integral or critical part of the academic program of the exchange visitor student?

## Certification

As the student's academic advisor or department chair, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the J-1 Academic Training program that I have described.

Academic advisor name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Part B: Student Information

**This section to be completed by the student.**

1. Name: \_\_\_\_\_  
Family name (Last) First name (Given)

2. Email: \_\_\_\_\_ 3. Date of birth: \_\_\_\_\_

4. Humboldt Student ID #: \_\_\_\_\_ 5. Major/Program: \_\_\_\_\_

6. Current address: \_\_\_\_\_

7. Phone: \_\_\_\_\_

8. # of credits remaining to complete program: \_\_\_\_\_ 9. Expected date of completion: \_\_\_\_\_

10. List all periods of previously authorized employment for Academic Training.

*Example: full time, 1/23/2021 - 5/31/2021*

## Certification

I certify that I have always complied with U.S. immigration regulations governing J-1 (and J-2) status, including the health insurance requirements set by the U.S. Department of State.  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_