

## J-1 STUDENT: ACADEMIC TRAINING FOR DEGREE SEEKING STUDENTS

### OVERVIEW

Academic Training is a type of work authorization for J-1 students and it is issued by the Office of International Students & Scholars (OISS). The purpose of Academic Training is to provide J-1 exchange students with the opportunity to gain valuable work experience in their field of study, as well as continue their cultural exchange.

### GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for Academic Training, students must have been enrolled full-time at UCSB for at least one quarter, and have a valid passport, DS-2019, and I-94. **If you have received a recommendation for a waiver of the two year home residence requirement, you are NOT eligible for an extension of your DS-2019 to participate in Academic Training.**

Post-Completion Academic Training must begin within 30 days of the program end date/final class.

### LENGTH OF ACADEMIC TRAINING

Degree Level	Amount of Academic Training	Notes
Bachelor's or Master's Degree-Seeking Student	Eligible for up to 18 months of AT	Total training period (including both pre-completion and post-completion) must not exceed 18 months
Doctorate Degree-Seeking Student	Eligible for up to 36 months of AT	Eligible for 18 months initially; granted additional 18 months upon completion of degree requirements

**NOTE: For Post-Completion Academic Training, the time between the end of the program and Academic Training start date counts towards the total amount of Academic Training authorization time.**

### TYPES OF ACADEMIC TRAINING

1. **Pre-Completion Academic Training:**  
*-Eligibility:* Full-time enrollment at UCSB and completed at least one quarter at UCSB  
*-Hours per week:* Work cannot exceed 20 hours per week
2. **Post-Completion Academic Training:**  
*-Eligibility:* Completed degree and are not enrolled in classes or on filing leave  
*-Hours per week:* Work must exceed 20 hours per week

### APPLICATION PROCESS & TIMELINE

It takes OISS up to two weeks to process Academic Training requests and you must receive authorization from OISS **before** you begin working. Applications need to be submitted to OISS at least two weeks **before** the program end date that is listed in Section 3 of the DS-2019. Once the program end date has passed, OISS can no longer extend your DS-2019 or issue Academic Training authorization.

- STEP #1:** Review this information sheet.
- STEP #2:** Obtain a job offer.
- STEP #3:** Complete the Academic Training request form.
- STEP #4:** Meet with your major Academic/Faculty Advisor to discuss plans. **Please bring the completed Academic Training Request Form and Job Offer when meeting with them.**
- STEP #5:** Submit complete application to OISS (see complete list of materials on page 2 of this sheet). Allow 10 business days for processing.

- **STEP #6:** OISS will issue a new DS-2019 with Academic Training authorization, as well as an authorization letter.
- **STEP #7:** Meet with an International Student Advisor at OISS to pick up the documents and discuss the authorization and reporting requirements.

### **APPLICATION REQUIREMENTS**

#### □ **Job offer letter**

The letter must include the following:

- Company letterhead
- Date the offer was issued
- Company's name and address
- Trainee job title/position
- Description of the training program, including responsibilities, goals, and objectives
- Whether the training will be part-time (20 hours/week or less) or full-time (more than 20 hours)
- Salary (if it is paid employment)
- Specific start and end dates of the academic training
- Supervisor's name, title, e-mail address, and phone number
- Employer signature

#### □ **Academic Training Request Form**

Section #3 must be signed by your major Academic/Faculty Advisor

#### □ **Academic/Faculty Advisor Recommendation Letter**

The letter must include:

- Official letterhead
- Date letter was issued
- Specific end date of the student's academic program
- Specific dates of the Academic Training and company's name
- Explain how the training directly relates to the student's field of study and is an integral part of the student's educational objectives and their cultural exchange
- Approval or recommendation of the proposed Academic Training with company X
- Name and signature of major Academic/Faculty Advisor

#### □ **DS-2019 Request Form** (*Post-Completion OPT only*)

This is to extend the DS-2019 end date

#### □ **Proof of Financial Support** (*Post-Completion OPT only*)

Total funds must exceed 2400 USD per month. If pursuing unpaid employment, or the salary does not exceed 2400 USD per month, students must provide supplemental financial documentation. This could be in the form of a current bank statement or bank letter.

#### □ **Proof of Health Insurance** (*Post-Completion OPT only*)

Copy of health insurance policy including coverage details and start and end date. The policy must meet the minimum requirements outlined by the U.S. Department of State. Please visit this page on our website for more information: <http://oiss.sa.ucsb.edu/scholars/prospective-j-1-scholars/insurance>

*\*NOTE: Garnett Powers & Associates insurance waivers are not available for J-1 students.*

### **ACADEMIC TRAINING APPROVAL**

DO NOT begin employment until receiving the DS-2019 with Academic Training authorization and authorization letter written by OISS and the start date is valid. These documents are proof of legal work authorization in the U.S. and will need to be shown to the employer.

### **REPORTING REQUIREMENTS**

While on Academic Training, participants need to report any change in employment to OISS immediately. Change in name or address also need to be updated in GOLD.

Once the Academic Training authorization has ended, students have a 30 day grace period to stay in the U.S. and are required to submit the Academic Training completion form to OISS within 30 days.