

J-1 ACADEMIC TRAINING

BASIC INFORMATION

All J-1 students are required to obtain employment authorization for any **paid** or **unpaid** positions, both on-campus and off-campus. Academic training is a form of employment authorization for J-1 students, who have employment opportunities located off-campus either while still a student at UCSB or after completing your studies at UCSB. Such training is allowed to help you gain work experience in areas directly related to your field of study.

ACADEMIC TRAINING ELIGIBILITY

To be eligible for Academic Training, students must be in a valid J-1 student status and have a valid passport and DS-2019. **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.**

NOTE: J-1 students sponsored by another program (i.e Fulbright, CONACYT, etc.) should contact their program sponsors regarding academic training eligibility requirements.

LENGTH OF ACADEMIC TRAINING

Type of Exchange Visitor	Amount of Academic Training	Notes
Non-degree Student (EAP Reciprocity)	Training period is equal to duration of program (i.e. if in 3-month EAP program, you are eligible for up to 3 months of AT)	Total program time (program of study + AT) must not exceed 24 months.
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

In addition, students can pursue full-time or part-time employment, but it is counted on a full-time basis. For pre-completion Academic Training, students are required to enroll as full-time students at UCSB. Meanwhile, students on post-completion Academic Training are not required to enroll at UCSB.

APPLICATION PROCESS & TIMELINE

Because it takes OISS up to 10 business days to process Academic Training requests, please turn in your request **before** beginning the internship/employment. Applications should be submitted to OISS at least 10 days **before** the program completion date:

- Undergraduate Students/EAP Student: Last day of the quarter
 - Graduate Students: Filing date of thesis/dissertation with UCSB Graduate Division
- STEP #1: Attend an Academic Training Information Session.

- STEP #2:** Meet with your college or department advisor regarding your plans. If you are an EAP reciprocity student, please meet with an EAP advisor.
- STEP #3:** Gather all documents for the Academic Training application package (see list below).
- STEP #4:** Submit Academic Training package to OISS for review. Allow 10 working days for processing. OISS will issue a new DS-2019 and Employment Authorization Letter.

APPLICATION REQUIREMENTS

To apply for academic training, you must submit the following to OISS at least 2 weeks before completion of your program. Please allow 10 business days for processing.

- Obtain a job offer letter. Employment start date must be within 30 days of completing your program. The letter should include the following:

- The company's name and address
- Description of the training program, including the goals and objectives
- Whether the training will be part-time (20 hours/week or less) or full-time
- Specific start and end dates of the academic training

- Obtain a statement from the academic advisor to include:

- Specific date of the completion of the degree program
- Approval or recommendation of the proposed academic training with company X
- Specific dates of the academic training
- That the training directly relates to the student's field of study and is an integral part of the student's educational objectives

You can obtain this statement from:

- EAP Reciprocity non-degree students: Ask an EAP advisor
- Undergraduate students: Ask your college academic advisor
- Graduate students: Ask your department advisor

Some students may need to submit the following:

- DS-2019 Request Form to extend your stay in the USA (for J-1 students applying for post-completion Academic Training)
- Current bank statement or financial support letter from sponsor (for students applying for unpaid employment)

APPROVAL FOR ACADEMIC TRAINING

DO NOT begin employment until you receive the updated DS-2019 and employer verification letter; once received, show your DS-2019 and Employment Authorization to your employer to verify your work authorization in the USA.