

J-1 STUDENT: ACADEMIC TRAINING FOR EAP RECIPROCIITY

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. The Academic Training must be directly related to your field of study listed on the 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.

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: -1 quarter = 3 months of AT -2 quarters = 6 months of AT -3 quarters = 9 months of AT	Total program time (program of study + AT) must not exceed 24 months.

TYPES OF ACADEMIC TRAINING

1. **Pre-Completion Academic Training:** full-time enrollment at UCSB and have not finished your exchange program. Work cannot exceed 20 hours per week.
2. **Post-Completion Academic Training:** exchange program is completed. Work must be for a minimum of 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 your internship. Applications must be submitted to OISS at least two weeks **before** the program completion date that is listed in Section 3 of your DS-2019.

- STEP #1: Review this information sheet
- STEP #2: Obtain a job offer.
- STEP #3: Meet with an EAP advisor regarding your plans.
- STEP #4: Gather all documents for the Academic Training application package (see list below).
- STEP #5: Schedule an appointment to meet with an International Student Advisor at OISS to submit your application.
- STEP #6: Allow up to two weeks for processing. OISS will issue a new DS-2019 and Employment Authorization Letter.

APPLICATION REQUIREMENTS

Job offer letter

Employment start date must be within 30 days of completing your program. The letter must 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
- Salary (if it is paid employment)
- Specific start and end dates of the academic training

Academic Training Recommendation Form

Section #3 must be signed by your EAP advisor.

Letter from your EAP advisor

The letter must 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

If you are applying for Post Completion Academic Training, you must also submit:

DS-2019 Request Form

This is to extend your stay in the USA.

Proof of Financial Support

Total funds must be at least 2400 USD per month once your exchange program has ended. If you are pursuing unpaid employment, or your salary does not exceed 2400 USD per month, you must provide supplemental financial documentation. This could be in the form of a current bank statement or bank letter.

APPROVAL FOR ACADEMIC TRAINING

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

HEALTH INSURANCE

After completing your studies at UCSB, you are no longer eligible for UCSB student health insurance. **You are required to have adequate health insurance during your stay in the USA.** Please contact your employer or a health insurance provider directly for information regarding their policies and rates. Garnett-Powers & Associates, Inc, also has an insurance plan available for use by UCSB students who are on Academic Training. Information can be found at <http://www.garnett-powers.com/academics/ucsb/>. *NOTE: EAP students are usually covered by Gaucho Health Insurance during the summer if your last term at UCSB was spring quarter, or if you are continuing to study through EAP during the fall quarter. Contact your EAP advisor for confirmation.*