

# J-1 ACADEMIC TRAINING INFORMATION SHEET & REQUEST FORM

OSU Office of International Students and Scholars (ISS)

---

“Academic Training” (AT) is offered to an international student with a J-1 visa in order to allow for practical experience (paid or non-paid) to supplement an academic program. It is strictly controlled by federal regulations governing the Exchange Visitor Program and must be approved by the Office of International Students & Scholars (ISS) before it can be granted. Regulations state that a student desiring an Academic Training program must submit a letter from their Academic Advisor recommending this program. By submitting a completed and signed copy of the attached form or a letter containing the required components to ISS, an advisor will have fulfilled this requirement.

Academic training may occur either during (pre-completion) or after (post-completion) the student’s program. If AT is post-completion, the Academic Training Request must be made before the expiration date of the DS-2019 and employment must begin within 30 days after completion of studies. Any academic training (whether full-time or part-time) is counted towards the total time allowed for each degree type, and total time is counted from the first day of academic training approval, whether or not the student has started working.

- **One-semester exchange** students are eligible for up to 4 months of AT.
- **Two-semester exchange** students are eligible for up to 9 months of AT.
- **Undergraduate and Graduate** students are eligible for up to 18 months of AT or a period equivalent to their full-time course of study in the United States, whichever is less.
- **Doctoral** students are eligible for up to 36 months of AT or a period equivalent to their full-time course of study in the United States, whichever is less.

**NOTE:** If your DS-2019 was issued by someone other than OSU (Fulbright, LASPAU, etc.), you must receive approval from that agency/entity before engaging in academic training. ISS cannot authorize academic training for you.

## Basic eligibility requirements for Academic Training are as follows:

- The Exchange Visitor (EV)’s primary purpose in the United States must be study rather than “Academic Training”
- The EV must be in good academic standing at the school listed on the DS-2019
- The proposed employment must be directly related to the major field of study
- During the “Academic Training” the EV must maintain J-1 status and apply for extensions as necessary.
- The EV must maintain health insurance coverage for him/herself and any J-2 dependents for entire period of AT.
- The EV has obtained permission from the J-1 Responsible Officer in ISS.

## Limitations – General

- 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 dean or advisor and ...the responsible officer.” It may not exceed “the period of full course of study” or 18 months, whichever is shorter. If the EV received a PhD, however, “post-doctoral training” may last as long as 36 months. Additional “Academic Training” beyond the 18 or 36- month limit is allowed only if it is **required** for the degree.
- Part-time employment for “Academic Training” counts against that 18 or 36-month limit the same as full-time employment.
- Earning more than one degree does not increase eligibility or extend time limits.
- With permission for Academic Training, an EV may work part-time while classes are in session and full-time during vacation periods. Under certain circumstances, EV may interrupt study to

work full-time. For example, an EV may want to work while writing a thesis. The limit is 18 months or the time the EV has been a full-time student, whichever is shorter, unless the employment is a degree requirement.

- Academic Training following completion of a program must involve **paid employment which will start within 30 days of the end of the EV's program end date**. To request approval, EVs must show the J-1 Responsible Officer a **written offer of appropriate employment before the program end date or completion of the academic program**. If an EV does not have this written offer within this timeframe, they will lose eligibility for Academic Training after completion of a program of study. The limit is 18 months or the time that an EV was a full-time student, whichever is shorter, **minus** any previous Academic Training. However, if an EV receives a doctorate at the conclusion of the J-1 student program, they become eligible for three years of "post-doctoral training" minus the time used for any Academic Training before the doctorate was awarded. If an EV plans to leave the United States after completing the academic program of study and reenters the country for J-1 Academic Training, they must obtain employment authorization before leaving the country. Otherwise, they will have trouble reentering the United States. Please consult the J-1 Responsible Officer or Alternate Responsible Officer to notify them of specific considerations and request advice before leaving the country.

#### **How to Apply – Please consult with ISS's J-1 Responsible Officer/Alternate Responsible Officer**

- Obtain instructions and required forms from the ISS Office
- Discuss Academic Training with Academic Advisor to determine what employment or training will be approved
- Seek a training/employment opportunity
- Obtain a letter of offer from the prospective employer that includes:
  - Name and address of the employer
  - Name, title, and contact information of supervisor
  - Job title
  - Brief description of the job duties
  - Description of 'goals and objectives' of the training program/employment
  - Exact dates and location of the employment, the number of hours per week, and salary (if any)
- Give the employer's letter to your academic advisor or dean for use in completing the J-1 Academic Training Request Form. The advisor must approve AT for the period necessary to complete the goals and objectives of the training.
- Submit the completed J-1 **Academic Training Request form** with these supporting materials:
  - Employment offer letter
  - Proof of health insurance coverage through the end of the academic training (meeting J-1 requirements)
  - Proof of financial support for \$1,700/month (if academic training is unpaid)
  - Copy of passport, visa, and current DS-2019
  - **Sponsored Students:** a permission letter from your sponsoring agency
  - **Exchange Students:** a permission letter from your home institution, which was submitted with your exchange application. No academic training will be approved without prior permission from your home institution.
- The J-1 Responsible Officer evaluates the academic training program and decides whether it is warranted and appropriate. If so, the appropriate program extension will be made and a new DS-2019 will be issued to the Exchange Visitor with the notation of academic training authorization. When authorizing "post-doctoral training," the J-1 Responsible Officer will be able to issue a new DS-2019 for no more than 18 months at a time. Another extension of 18 months can be made at a later date. If employed by OSU, a copy of this letter must be submitted to the OSU International J Student Tax Coordinator and administrative officials who will be placing you on OSU payroll.

# J-1 ACADEMIC TRAINING REQUEST FORM

OSU Office of International Students and Scholars (ISS)

---

Please read the J-1 Academic Training Information Sheet before completing this form.

## Section I: To be completed by the Student

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

CWID (OSU ID): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Degree Level (graduate, non-degree, etc.): \_\_\_\_\_ Major: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Academic Department: \_\_\_\_\_ DS-2019 End Date: \_\_\_\_\_

Organization Offering Academic Training Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Program Activities/Job Duties:

---

---

List any prior periods of academic training. Include employer name and dates of employment (mm/dd/yy – mm/dd/yy):

---

---

---

**Section II: To be completed by the Academic Advisor**

Describe the goals and objectives of the academic training:

---

---

---

Describe how the position relates to student's major field of study:

---

---

---

Describe why this training is an integral part of the student's academic program:

---

---

---

*By signing below, you acknowledge that you have read the requirements for Academic Training and you recommend the above described training to be permitted as an integral part of the Student's academic program.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dept.: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## J-1 Academic Training Host Agreement

Oklahoma State University (“OSU”), a public institution of higher education in Stillwater, Oklahoma, is authorized by the U.S. Department of State to sponsor program participants under the J-1 Exchange Visitor Program through the International Students and Scholars office (“ISS”). J-1 student exchange visitors (“EV”) sponsored by OSU may participate in Academic Training at an outside organization which has a host agreement with OSU. OSU departments may also host incoming Academic Trainees who are sponsored by other institutions. In either case, it is required that the host organization or department complete the following and agree to uphold the requirements of the J-1 Academic Training program.

\_\_\_\_\_ (“Host”) intends to provide the EV an opportunity to enhance their skills and knowledge through a guided learning experience and cultural exchange. While hosting the EV, the Host must assume certain responsibilities to ensure the EV has adequate training, resources, and logistical support. The Host agrees to comply with and certify the following:

### REGULATORY CONFIRMATIONS

- The Host understands and agrees to abide by all federal rules and regulations governing the J-1 Exchange Visitor Program codified at [22 CFR Part 62](#).

### PRE-ARRIVAL

- The Host agrees to assist the EV secure suitable and affordable housing accommodations for the EV and all accompanying family members.
- The Host will ensure the EV can secure safe transportation for themselves and accompanying family members from the airport to their housing, should the EV travel to the site by air.

### PROGRAMMATIC SUPPORT

- The Host will provide the EV access to sufficient resources, equipment, and trained personnel to fulfill the objectives of the J-1 program.
- The Host will engage in regular collaborative contact and provide mentoring to the EV by experienced and knowledgeable staff.
- The Host must notify the ISS office at OSU in advance of any material changes to the EV’s program, including, but not limited to, changes in activity site, supervisor, content of program, duration of program, or financial support.
- The Host is not allowed to assign the EV a tenure position for the Academic Training period.**
- If the EV must travel outside of the U.S. for more than 30 days during the program, the Host will notify the ISS office at OSU at least one week prior to departure to allow the ISS office to evaluate whether the EV’s absence and travel are permissible.
- If any issues arise with the EV’s performance, the Host will notify the ISS office at OSU before taking any disciplinary action, including termination, against the EV.
- The Host will notify the ISS office at OSU immediately if the EV is absent for more than five consecutive business days without notice, completes the program prior to the anticipated end date, or chooses to stop participating in the program prior to the end date.
- The Host agrees to contact the ISS office at OSU immediately in the event of any emergency or situation that impacts the EV’s health, safety, or welfare.

HOST REPRESENTATIVE	ISS J-1 RESPONSIBLE OFFICER AT OSU
Name:	Name: Tina Newton
Title:	Title: Assistant Director (RO)
Address:	Address: 309 Wes Watkins Center, Stillwater, OK 74078
Phone:	Phone: 405-744-3396
Email:	Email: <a href="mailto:tina.newton@okstate.edu">tina.newton@okstate.edu</a>
Date:	Date:
Signature:	Signature: