J-1 ACADEMIC TRAINING FOR DEGREE STUDENTS

International students on J-1 visa have the opportunity to engage in paid or unpaid employment which is directly related to their major field of study, during or after completion of their studies, provided certain requirements are met. Such employment is termed **Academic Training** and is authorized in writing by DCISS.

1. **Academic Training** may be taken:
   a) after maintaining valid J-1 status for at least one academic year *(Note: Students in degree programs that have a MANDATORY internship requirement are exempted from the one year valid J-1 status requirement)*; and
   b) during your annual vacation (e.g. Summer break) if you are eligible and intend to register for the next term; or
   c) after completion of all course requirements if you are working on your thesis or dissertation; or
   d) upon graduation, but it may not start more than 30 days after.

2. **Time limitations and restrictions**:
   a) **Undergraduate, Masters and pre-doctoral training**: no more than 18 months, or the duration of the program, whichever is less. For example: an MBA student, 2-year program, would be eligible for 18 months; but an LLM student, 1-year program, would qualify for a 9-month period only.
   b) **Post-doctoral training**: up to 36 months or the duration of the student’s doctoral program, whichever is less. For example: a Ph.D. student completing the degree in 2 years, would qualify for no more than 24 months.
   c) Any period of Academic Training taken before graduation is deducted from the total allocation indicated above in full.
   d) Participants must acquire health insurance that meets the minimum coverage requirements of the J-1 visa program throughout the duration of their Academic Training.

3. **Procedure to obtain authorization to engage in Academic Training**
   a) Obtain a letter from your **Academic Advisor**, on University letterhead, (see sample on the back) setting forth:
      a. the goals and objectives of the specific training, including completion of degree date;
      b. a description of the training including: **location, name and address of the training supervisor, number of hours per week, and dates of the training**.
      c. how the training relates to your major field of studies; and
      d. why it is an integral or critical part of your academic program
   b) Obtain a **letter from the employer** on organization letterhead setting forth a description of the training including: **organization name, address of the site, name of supervisor, number of hours per week, dates of the training, and salary if applicable**.
   c) For post-program completion Academic Training, provide evidence of financial support if salary does not fully cover living expenses.
   d) For post-program completion Academic Training, pay the **$40 Post-Graduate SEVIS User Fee** through the DCISS website and print “Payment History” screen to be submitted with your documents.
   e) Provide proof of health insurance.
   f) Schedule an appointment with a J-1 Advisor at DCISS. Bring your employment offer letter, academic advisor letter, and financial documents if applicable. S/he will review the letters and, if in conformity with the regulations, will prepare the required written authorization.

Please allow 10 working days to process your application.
March, 10, 20XX

Dr. Shideh Hanassab  
Responsible Officer, Exchange Visitor Program P-1-00181  
Dashew Center for International Students and Scholars  
106 Bradley International Center  
Campus 137907

Dear Dr. Hanassab:

Joe A. Bruin is seeking an opportunity to obtain needed practical experience in his specialized field of study. Such employment would significantly supplement Mr. Bruin's academic and theoretical training in the field of Marketing Analysis and Systems Design.

Bruin is currently pursuing his master's degree in Business Administration with a specialization in market analysis theory and systems design. He has completed all of his course requirements and is now working on his thesis. He will obtain his master's degree on March 23, 20XX.

Mr. Bruin's proposed training is in the area of market analysis and systems design and/or network flows and combinatorial programming of computer-based systems and financial accounting. As a Marketing Analyst, Mr. Bruin will be trained in the development of new and improved system approaches for the solution of specific problems in the organizing and processing of market analysis data. Under Mr. Lowell House's supervision, Mr. Bruin will also assist in the area of financial planning and analysis. Such training would be an integral part of Mr. Bruin's course of study and would supplement his theoretical training.

Mr. Bruin's will be working XX hours/week at MIS & Systems Analysis Inc., 10000 N. Bruin Walk, Los Angeles, CA 99999. His immediate supervisor will be Mr. Lowell House.

I highly recommend that Mr. Bruin be granted permission to engage in this training for _____ months (between 9 and 18) beginning April 1, 19XX. Your favorable consideration of his application will be greatly appreciated.

Sincerely,

Suzy Q. Gradhelper  
Academic Advisor

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