J-1 DEGREE STUDENT ACADEMIC TRAINING GUIDELINES

J-1 Degree Students at UCLA may have the opportunity to engage in paid or unpaid employment anywhere in the U.S. which is directly related to their major, during or after completion of their studies, provided certain requirements are met. Such employment is called ‘Academic Training’ and is authorized by a J-1 Advisor at DCISS. Upon approval, the student is provided with an updated DS-2019 form and authorization letter from DCISS.

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 the training must start within 30 days after the program completion date

TIME LIMITATIONS

a) Undergraduate, Masters and pre-doctoral training: no more than 18 months of Academic Training allowed, or the duration of the program, whichever is less. For example: an an LLM student, 1-year program, would qualify for a 9-month period only.

b) Post-doctoral training: up to 36 months of Academic Training allowed or the duration of the student’s doctoral program, whichever is less. For example: a Ph.D. student in a 2 year program, would qualify for only 2 years. Only 18 months can be authorized at one time.

c) Any period of Academic Training taken before graduation is deducted from the total allocation indicated above in full.

d) Minimum of 20 hours of training per week required.

RESTRICTIONS

a) Deadline: apply for academic training at least 2 weeks before the expiration of your DS-2019 and/or at least 2 weeks before the start date of Academic Training. Please allow 10 working days to process your application and apply as early as possible.

b) Participants must maintain health insurance that meets the minimum requirements of the J-1 visa program throughout the duration of their training. Students not covered by UCSHIP will need to enroll or waive the UCLA Garnett-Powers Plan (to be discussed with DCISS).

PROCEDURES TO OBTAIN ACADEMIC TRAINING AUTHORIZATION

a) Fill out and complete the J-1 Student Academic Training Request Form

b) Obtain a job offer letter on company letterhead setting forth:
   a. a description of the training including: organization name, address of the site, name of supervisor, number of hours per week, and dates of the training.

   c) Obtain a letter from your UCLA academic advisor or program coordinator, on University letterhead, (see sample on back) setting forth:
       a. the goals and objectives of the specific training
       b. a description of the training including: organization name, address of the site, name of supervisor, number of hours per week, and dates of the training.
       c. how the training relates to your academic program; and
       d. why it is an integral or critical part of your academic program.

   d) Provide evidence of financial support that will cover living expenses (for post-completion Academic Training only).

   e) Pay the $40 Post-Graduate SEVIS User Fee through the DCISS website www.internationalcenter.ucla.edu. Login is at the top right corner of home page. Print “Payment History” screen to be submitted with your documents.

   f) Schedule an appointment with a J-1 Advisor at DCISS at 310.825.1681. Bring documents outlined above.
March, 10, 20XX

DCISS J-1 Visa Unit
Exchange Visitor Program P-1-00181
Dashew Center for Office of International Students and Scholars (DCISS)
106 Bradley International Hall
Campus 137907

Dear J-1 Visa Unit:

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