J-1 CERTIFICATE STUDENT ACADEMIC TRAINING GUIDELINES

J-1 Non-degree Students participating in certificate programs 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 field of study, 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 extended DS-2019 form and authorization letter from DCISS.

RESTRICTIONS

1. Non-Degree Students who withdraw from their program or fail to maintain satisfactory progress towards the completion of their program are not eligible for Academic Training.

2. Available only after completion of program. Cannot take place during program.

3. Total stay in the U.S. (program duration combined with Academic Training) must not exceed 2 years.

4. Duration of Academic Training: up to 12 months or the duration of the student’s program; whichever is less (e.g. Students participating in an 8 month program are only allowed 8 months of academic training).

5. Academic Training must start within 30 days after the program completion date.

6. Minimum of 20 hours of training per week required.

DEADLINE

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

PROCEDURES TO OBTAIN ACADEMIC TRAINING AUTHORIZATION

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

2. 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.

3. 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.

4. Provide evidence of financial support that will cover living expenses.

5. Provide proof of health insurance.

6. 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.

7. Schedule an appointment with a J-1 Advisor at DCISS at 310.825.1681. Bring your job offer letter, department letter, financial documents, proof of health insurance, and SEVIS User Fee receipt.

PLEASE NOTE: You may NOT start working until after you have received Academic Training approval from DCISS. Our processing timeline for Academic Training applications is 10 business days. We strongly recommend that you apply as early as possible. An incomplete application will delay your Academic Training approval.
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/her specialized field of study. Such employment would significantly supplement Joe A. Bruin’s academic and theoretical training in the field of Marketing Analysis and Systems Design.

Joe A. Bruin is currently pursuing his/her academic program under (indicate name of academic department, name of program, and program objectives). (S)He has completed all of the program requirements.

Joe A. 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, he/she 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 Ms. Lowell House’s supervision, Joe A. Bruin will also assist in the area of financial planning and analysis. Such training would be an integral part of Joe A. Bruin’s course of study and would supplement his theoretical training.

Joe A. 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 Ms. Lowell House.

I highly recommend that Joe A. Bruin be granted permission to engage in this training for ____ months (between 1 and 3) beginning April 1, 20XX. Your favorable consideration of his application will be greatly appreciated.

Sincerely,

Suzy Q. Gradhelper
Academic Advisor