Some international students holding J-1 visa at UCLA under Education Abroad Program (EAP) may 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 called ‘Academic Training’ and is authorized in writing by the Responsible Officer/Alternate Responsible Officer of UCLA’s Exchange Visitor (EV) Program. Students whose DS2019 form is issued by an EV Program Sponsor other than UCLA should contact such sponsor for the possibility of receiving Academic Training authorization.

Types of Academic Training
1. **Paid academic training** is only available to EAP students who have completed 9 months in the EAP program. Academic Training may be taken after completion of all course work.

2. **CAPPP** - [http://www.cappp.ucla.edu/](http://www.cappp.ucla.edu/) The Center for American Politics and Public Policy has a Washington DC program. EAP students are not allowed to be paid. Participants should obtain a recommendation letter from Paulette Greisner, Director of Reciprocal Exchanges pgreisner@eap.ucop.edu. Provide a copy of the letter to DCISS.

Restrictions
1. EAP Students who will be at UCLA for less than 9 months are not eligible for **Paid Academic Training**.
2. **Duration**: Academic training may last for a **maximum of 3 months**
3. **Deadline**: apply for academic training at least two weeks before the expiration of your DS2019.
4. Please allow 10 working days to process your application.

Procedure to Obtain Authorization
1. Obtain a letter from your EAP advisor, on University letterhead, (see sample on the back) setting forth:
   a. the goals and objectives of the specific training
   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.
2. Obtain a job offer letter on company letterhead.
3. Schedule an appointment with Mrs. Janet Meadows at DCISS. Bring your DS-2019, I-94, job offer letter, and EAP advisor’s letter. She will review the letters and, if in conformity with the regulations, will prepare the required written authorization.
March, 10, 20XX

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

Dear Dr. Hanassab:

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 UC EAP program in Business Administration with a specialization in market analysis theory and systems design. (S)He has completed all of the course requirements. (S)He will obtain his/her academic degree upon return to his/her home country.

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