

Academic Training Application Packet J-1 Students

What is Academic Training?

Based on federal statute 22 C.F.R. Academic Training is work experience related to a student's academic Program. It includes employment such as an internship, practicum, and cooperative education, but it may include other employment opportunities as well. Academic Training may include employment opportunities that are either paid or unpaid.

What are the requirements to apply for Academic Training?

1. Academic Training is for J-1 students in good academic standing at the school named on the student's DS-2019.
2. The student's primary purpose must be study rather than Academic Training.
3. The employment must be either during the student's program of study or must be authorized by the end of the student's program of study.
4. During the period of Academic Training, the student must maintain his or her permission to stay in the US in J-1 status and apply for extension, if necessary.
5. The student must maintain health insurance coverage, as required by the Department of State.

What are the time limitations for Academic Training?

1. In general, a period of Academic Training is equal to the student's full course of study. For example, if the student's program of study lasted for twelve (12) months, the student could be approved for twelve (12) months of Academic Training.
2. There is an eighteen (18) month maximum for undergraduate and graduate students. However, if the student's degree program requires a longer period of employment, the student can be approved for more than 18 months.
3. Academic Training which was done during the student's program of study will reduce the length of Academic Training available after the student's program of study.
4. Part-time employment for Academic Training counts the same as full-time employment against the maximum time limits.

What other limitations are there in Academic Training?

1. Academic Training which follows completion of the student's program of study must involve either paid employment, or the student must provide proof of sufficient money to support him or herself.
2. Students must have employment authorization if they plan to leave and re-enter the US after completing their program of study.
3. The student may not begin working until he or she has received written authorization.

What is the procedure for getting Academic Training?

1. The student must get a job offer letter from the prospective employer. The letter must include the following details;
 - a. The student's job title.
 - b. A brief description of the employment.
 - c. The specific dates of employment.
 - d. The location of the employment. Street address is needed. A P.O. Box is not enough for an address.
 - e. The salary or wage.
 - f. The name and address of the supervisor or manager.
2. The student will give a copy of the job offer letter to his or her department chair or internship coordinator. The departmental chair or internship coordinator will use this letter to complete the attached **ACADEMIC TRAINING (AT) RECOMMENDATION FORM**.
3. The student will complete the attached **J-1 Student Request for Academic Training Authorization**.
4. The student will make an appointment and submit the three forms listed above (job offer letter, Department chair/internship coordinator recommendation, and student request) to Mr. Jeff Hashman or Mr. Charles Olcese. The student may make an appointment by contacting the International Programs & Services Office (IPSO) at 118 Whitesitt Hall ~ (620)-235-4680. Mr. Hashman may be contacted at 120H Whitesitt Hall ~ (620)-235-4383.
5. If your employment request meets the requirements, IPSO will give you a required approval letter and a new DS-2019, if necessary.

ACADEMIC TRAINING (AT) RECOMMENDATION FORM

Section A: To be completed by the student:

Family Name: _____ First Name: _____

PSU ID: _____ Phone: _____

Current Address: _____
 (Street Address) (Apt. Number) (City) (State) (Zip Code)

Email: _____

Period of AT Currently Requested:

Start (mm/dd/yy) ____/____/____ End (mm/dd/yy) ____/____/____

Previous Period of AT:

Start (mm/dd/yy) ____/____/____ End (mm/dd/yy) ____/____/____

Section B: To be completed by the student's department chair or internship coordinator (College of Technology requires both):

1. Educational Level: (check one) Bachelor Master Ed.S 2. Major: _____

3. Expected date of completion of studies: (mm/dd/yy) ____/____/____

4. Briefly, what are the goals and objectives of the academic training program as described by the student's job offer letter?

5. How do the goals and objectives of this training relate to the student's current major field of study?

6. Why is this training an integral, or very important, part of this student's academic program?

As the student's department chair/internship coordinator, I have set forth the nature and details of the Academic Training Program. I approve the amount of time requested as appropriate to complete the goals and objectives of the training. With my signature, I recommend that you authorize this student to participate in the Academic Training program described above.

Department Chair:

Name Printed: _____ Signature: _____ Date: _____

Dept: _____ Phone/Ext: _____ Email: _____

Internship Coordinator/Faculty of Record (College of Technology):

Name Printed: _____ Signature: _____ Date: _____

Dept: _____ Phone/Ext: _____ Email: _____

