J-1 Academic Training
Employment
What is Academic Training

• **AT is an abbreviation for Academic Training.**

• **AT is an optional authorization for J-1 students to participate in paid or unpaid employment off-campus.**

• **Academic training is work, training, or experience that is directly related to a student’s major area of study.**
AT Eligibility

• In good academic standing **and**
• The AT start date is no later than the 30 days following program completion date or DS-2019 expiration date, whichever comes first **and**
• Job does NOT begin before SISS authorization **and**
• Job is directly related to major field of study listed on the DS-2019 **and**
• Health insurance is maintained **and**
• AT is with a specific employer or training site **and**
• AT does not exceed the time limitations for the J-1 exchange level or length of program, whichever is shorter.
**Time Limitations**

- **Bachelor’s, Master’s, Professional Degree Students** – Max of 18 months or the length of program, depending upon which is shorter; inclusive of any prior AT
- **Doctoral Students** – Eligible for 18 months or 36 months for Post-Doctoral positions (Note: We can only issue 18 months at a time)
- **Non-Degree (e.g. EAP Students)** - Maximum of 12 months or the duration of program whichever is shorter. For example 3 months of program of study = 3 months of AT
Types of Academic Training

Pre-Completion AT
• Academic training that is authorized while student is still completing their program of study

Post-Completion AT
• Academic training that occurs after completing the program
• Note: You must submit your application before completing your program
Application Process

Step 1: Obtain a job offer letter from employer

Letter should include the following information:

- Be on company letterhead
- Dates of employment
- Hours per week you will be working
- Address of the work location
- Salary information

Note: If position is unpaid, you will need to show proof of funding (bank statements) that will cover living expenses for the duration of the AT.
Application Process Continued

Step 2: Request a letter of recommendation from your academic advisor, graduate advisor, or EAP advisor

Letter must include the following information:

• Goals and objectives of the specific training program
• Brief description of the training program
• How this training relates to your major
• Why is it an integral part of your academic program
Application Process Continued

Step 3: Complete the SISS Academic Training Form (last page of the application packet)

Form is also available at http://siss.ucdavis.edu/forms/student_forms.html
Academic Training Authorization

• Submit the completed packet (job offer, recommendation letter, and AT form) to SISS

• SISS advisor processes your request and emails you when AT DS-2019 and SISS AT letter is ready for pick-up.

You CANNOT begin training until you have the approved AT DS-2019 and SISS AT letter.
FAQ’S

Q: What if I receive a new job offer from a different employer?
A: You will need to submit a new complete AT application for the new employment and wait for authorization before starting your new employment.

Q: I need an extension of my current AT. How do I extend?
A: First, make sure it does not exceed AT time limitations. Then, submit a complete AT application to SISS before your current AT expires.

Q: Does my academic training have to be paid?
A: No, but you will have to show financial documents to prove you can support yourself and any dependents’ cost of living while working.
FAQ’s Continued

Q: May I be authorized for two different employers simultaneously?
A: Yes, as long as you have been approved for both employers with proper AT authorization and it does not violate labor laws.

Q: What if I am a double major?
A: AT must be directly related to your UC Davis major and only one subject may be reflected on your DS-2019. Contact a SISS Advisor if you are in this situation.
While you are on Academic Training you are still considered a J-1 UC Davis student. Therefore you must:

• Update your address at sisweb.ucdavis.edu anytime you move within 10 days
• Maintain health insurance
• Have your DS-2019 signed for travel every 6 months
• Request and report any changes to employment to SISS
Please...

⚠️ Don’t work off-campus without employment authorization. This includes unpaid employment.

⚠️ Don’t work beyond the end date of your AT authorization. If your employer wants you to extend your AT you should get additional AT approval.

⚠️ Don’t begin working before you receive your AT authorization. SISS is not able to back-date your AT authorization start date for employment that took place in the past.
Life After AT

After completing you Academic Training, you have 30 days to do one of the following:

• Depart the U.S.
• Apply for a change of status in the U.S. You may not be eligible for the benefit if you are subject to 212 (e), the 2-year home residency requirement. We highly recommend talking to SISS concerning this option.
Contact SISS

If you have any questions about your AT application/process, please feel free to contact SISS.

Call SISS directly at 530-752-0864 ext. 0 to make an appointment with your International Student Advisor.

Email siss@ucdavis.edu with any questions you may have.

Stop by during SISS drop-in hours
Mondays from 1:00-4:00PM
Thursdays from 1:00-4:00PM