

# J-1 Academic Training Employment



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Services for International Students & Scholars (SISS)

# 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

## Step1: 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](http://siss.ucdavis.edu/forms/student_forms.html)

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### J-1 Student Academic Training Form

#### *PART I (to be completed by student)*

Name (last, first):	
Local (U.S.) address:	
Phone number:	Student ID:
Major(s):	Personal Email:
Program Completion Date: MM / DD / YYYY	Level of Education:
Have you ever participated in Academic Training (AT)? <input type="checkbox"/> yes <input type="checkbox"/> no	Dates of previous AT (if applicable): MM / DD / YYYY to MM / DD / YYYY

#### *Proposed Employment\**

Employer's Name:	
Supervisor's First and Last Name:	
Employer's Address:	Employer's Phone Number:
Dates of Employment (Start and End dates): MM / DD / YYYY to MM / DD / YYYY	<input type="checkbox"/> Part-time (20 max.) <input type="checkbox"/> Full-time (20+)

\*I'm requesting the above work authorization because I have received an employment offer for the specified employer and employment dates, and I understand that the employment authorization is for this employment and these dates only.

#### **Student Acknowledgement**

I hereby confirm the above information is complete and accurate. During the authorized Academic Training period, as a J-1 student, I understand that I am required by the U.S. Department of State to have continued adequate health insurance in effect, which meets current J-1 program requirements in order to maintain my J-1 status. If there are any changes to my Academic Training employment I will notify my SISS International Student Advisor.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 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 on AT

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](https://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 your 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](mailto: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

