



**UCDAVIS**

Services for International  
Students and Scholars

A part of Global Affairs

**Academic Training**

[siss.ucdavis.edu](https://siss.ucdavis.edu)

# What is Academic Training (AT)?

- Academic training is temporary paid or unpaid off-campus training directly related to a student's major field of study
- May occur during studies (pre-completion academic training)
- May begin no more than 30 days after completion of studies (post-completion academic training)



# AT Eligibility

- Primary purpose is to study
- In good academic standing
- Directly related to major on your current DS-2019
- Authorized on DS-2019 and by written approval letter by SISS





# Types of Academic Training

Pre-Completion	Post-Completion
May be part-time* or full-time	Always full-time
<ul style="list-style-type: none"><li>• Part-time while in classes</li><li>• Full-time ok once advanced to candidacy</li></ul>	
Must be authorized <u>in advance</u> by SISS or your J-1 sponsor (LASPAU, Fulbright, etc.)	Must be authorized <u>in advance</u> by SISS or your J-1 sponsor (LASPAU, Fulbright, etc.)
Must have job offer <u>before</u> requesting AT	Must have job offer and submit request prior to completion of coursework

\*All AT is **counted as full-time**, even when approved for part-time

# AT Time Limitations

<b>Masters/Pre-doctoral Training</b>	<b>Doctoral Training</b>
Maximum of 18 months (inclusive of any prior AT), or the period of the full course of study in the United States, whichever is less.	Maximum of 36 months (inclusive of any prior AT), or the period of the full course of study in the United States, whichever is less.

Q: What if my degree only took 12 months to complete?

A: You have a maximum of 12 months of AT!

Q: What if as a doctoral student I used 6 months of AT?

A: You have a maximum of 30 months post-completion months remaining!

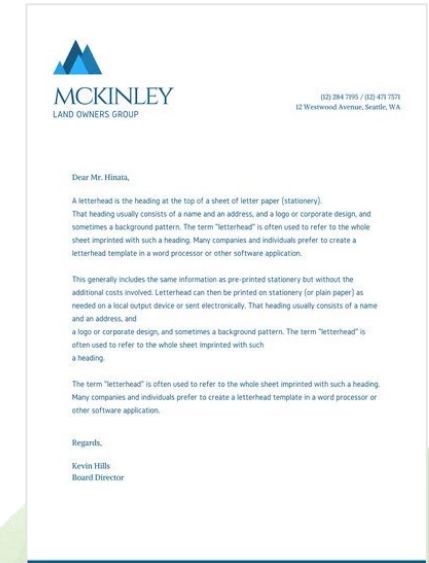
Q: What if my non-UC Davis sponsor does not allow AT?

A: Then you cannot participate in it unless you change your sponsorship to UC Davis.

# Application Process

## Employment offer/letter including:

- On official company letterhead
- Dates of employment
- Hours per week you will be working
- Address of the work location
- Salary information
- Supervisor name and contact information



If the position is unpaid, you must demonstrate that you have funding to support your living expenses

1. Log on to iGlobal
2. Submit your request
3. SISS Advisor approves Part 1
4. You submit Parts 2 and 3



The screenshot shows the iGlobal Academic Training page. At the top, there's a world map and the iGlobal logo. Below the map, a 'Secure Online Session' box contains fields for 'Campus: UC Davis' and 'Network ID:'. A sidebar on the left lists navigation options: 'iGlobal Home Page', 'Departures from UC Davis', 'J-1 Student Services' (with sub-links for Academic Training, Extension Request, Filing Fee (J), Add Dependent(s), Change of Educational Level, Change of Major, Financial Info Update, Early Departure, On-Campus Employment, Reprint Document, and Travel Signature Request), 'Update Personal Information', and 'Logout of iGlobal'. The main content area is titled 'Academic Training' and explains that Academic Training (AT) is an employment benefit for J-1 students. It lists two types of AT: Pre-Completion and Post-Completion. A section titled 'How do I apply for AT?' provides a five-step process. At the bottom, it says 'ATRequest' and 'Who is eligible to apply for Academic Training (AT)?'.

Please fill out the following:

- ☐ Part One: Employment Letter
- ☐ Part Two: Coordinator/Advisor Recommendation
- ☐ Part Three: Financial Information

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> = Incomplete          | <input checked="" type="checkbox"/> = Submit Another | <input checked="" type="checkbox"/> = Follow-Up Required |
| <input type="radio"/> = Optional               | <input type="checkbox"/> = Not Yet Available         | <input checked="" type="checkbox"/> = Awaiting Answer    |
| <input checked="" type="checkbox"/> = Complete | <input checked="" type="checkbox"/> = Pending Review | <input checked="" type="checkbox"/> = Denied             |
| <input checked="" type="checkbox"/> = Draft    |  |  |



# Frequently Asked Questions (FAQ)

*Q: What if I receive a new job offer from a different employer?*

- Submit another request through iGlobal
- Receive SISS authorization prior to starting your new employment

*Q: How do I extend current AT?*

- Ensure that you will not exceed AT time limitations
- Submit another AT request through iGlobal prior to your current AT expiration

*Q: May I be authorized for two different employers simultaneously?*

- Must be approved for both employers with proper AT authorization
- Must not violate labor laws

# Required documents while traveling

- 
- ☐ Unexpired DS-2019 with valid travel signature
  - ☐ Academic Training Authorization Letter
  - ☐ Passport valid at least 6 months into the future
  - ☐ Valid visa
  - ☐ Employment letter

# Protect your status by not working:



Off-campus without employment authorization, including unpaid employment



Beyond the end date of your AT authorization



Before you receive your AT authorization





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