

J-1 Academic Training

WHAT IS ACADEMIC TRAINING?

- J-1 students who are in good academic standing may obtain authorization for work off-campus, as part of an academic training experience. Training should relate to your degree program and must not involve any unskilled labor.
- After completing studies, J-1 students are eligible to work for up to 18-month if the job qualifies as “academic training”. Students pursuing post-doctoral studies are eligible for an additional 18-month training, for a total of 36 months.
- Non-degree students may be authorized for academic training for a length of time not exceeding their academic enrollment length.
- Students Interested in academic training during their studies should make an appointment with an advisor to discuss eligibility and course enrollment.
- Academic training must be integral to your program, recommended by your dean or academic advisor and authorized by the Responsible Officer/Alternate Responsible Officer of your Exchange Visitor program.

APPLICATION PROCESS

Please submit the following required documentation:

- Complete and submit: *J-1 Student Academic Training Recommendation Form*
- Submit an offer letter from your potential employer. This letter should include:
 - Official company letterhead
 - General description of the training
 - Name of the training supervisor
 - Dates of the training
 - Number of hours of work per week
 - Amount of compensation, if any, that you will receive for the training. If the academic training is unpaid, you must show proof of income in order to extend your DS-2019 for the purposes of academic training.

- Insurance Certification:
 - Provide evidence that you will continue to maintain the minimum health insurance requirements as specified by the Department of State.
 - Details regarding health insurance requirements are listed in the [J-1 Regulatory Acknowledgement](#)

Submission Instructions

- Please email all required documentation to **internationalstudents@ucr.edu**
- Upon receipt of the documentation, the Responsible Officer/Alternate Responsible Officer will review the documentation for compliance with requirements.
- The Responsible Officer/Alternate Responsible Officer will notify you of the decision via email.

IMPORTANT NOTES:

Please plan ahead. Post-completion academic training must be authorized before your current DS-2019 expires. Please note that you cannot begin work until you receive authorization.

ACADEMIC DEPARTMENT RECOMMENDATION

To Be Completed by Department Chair or Academic Advisor

_____ majoring in _____, wants to engage in an Academic/Postdoctoral Training program discussed below.

DESCRIPTION OF THE TRAINING PROGRAM:

Location: _____

Job Title: _____

Name of employer: _____

Address where training will take place: _____

City: _____ State: _____ Zip Code: _____

Supervisor's name: _____ Number of hours per week: _____

Period of training from _____ to _____

Course Title/Section enrolled in (if currently enrolled student) _____

GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM:

How does the training relate to the student's major field of study?

Why is the training an integral or critical part of the academic program of the exchange visitor student?

DEPARTMENTAL APPROVAL AND SIGNATURE

To Be Completed by Department Chair or Academic Advisor

As the student's Academic Advisor or Graduate Advisor, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend granting this student authorization to participate in the Academic Training program that I have described.

Advisor's Printed Name: _____ Department: _____

Telephone number: _____ Email address: _____

Advisor's Signature: _____ Date: _____