

## ELIGIBILITY

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- You must be in valid J-1 student status and in good academic standing.
- Must have completed at least one semester as a J-1 student visa holder.
- You must apply within 30 days after completion of your program
- The proposed employment must be directly related to the major field of study listed on the Form DS-2019.
- You must have your offer letter before you apply and it must be received BEFORE you complete your program of study.
- If post-completion Academic Training is unpaid, you must prove you have the adequate financial support for the duration of the training.

## DOCUMENTS YOU MUST SUBMIT TO ISAO

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- 1) An official offer letter from your employer that must include:
  - Job title and job responsibilities/job description as well as objectives
  - Dates of employment and number of hours per week that you will work
  - Name and address of your supervisor/HR department
- 2) Letter from your Academic Advisor or Dean, it must include:
  - Goals and objectives of the specific training program
  - Description of program acknowledging the company, location, dates, name, address and number of hours per week that you will work
  - How the training relates to the your program of study
  - Why it is an integral or critical part of the academic program
- 3) Your DS-2019

After fulfilling the above requirements, an International Student Advisor will issue a letter authorizing your employment for the specified period of time and issue a new DS-2019 form. You should provide your employer with copies of the authorization letter and DS-2019 form at the beginning of your employment.

**YOU MAY NOT BEGIN WORK UNTIL YOU HAVE RECEIVED THE AUTHORIZATION LETTER FROM ISAO.**

## IMPORTANT INFORMATION

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- Can be used during or after completion of program.
- Before completion of degree/program, AT can be part-time during the fall & spring semesters or full-time in the summer.
- After completion of program, AT must be a minimum of 20 hours per week.
- Available full-time for graduate students who have advanced to Ph.D. candidacy and the work is integral to the completion of their academic degree.
- Any changes in employer or employment dates must be approved by your International Student Advisor.
- Allows for more than one job at a time, as long as all are related to your field of study, separate AT request forms must be submitted.
- Must begin within thirty (30) days of the program completion date. However, time authorized for Academic Training will begin counting the day after program completion.

### Undergraduate and Graduate Degree Students:

- Available for a total of eighteen (18) months or for a period equal to the length of the study program, whichever is shorter. Example: If you completed your full-time program in 12 months, you are only allowed 12 months of AT. Post-completion AT authorization begins when you complete your studies. Speak with an adviser if you were in another program of study in the U.S. immediately preceding the current one.
- You only get one 18-month period for any/all degrees at the Associates, Bachelor, and Masters level.

### PhD Students:

- Academic training may be available for up to 36 months for “post-doctoral training” positions. Any previous Academic Training at the undergraduate or Masters level is included in the 36 months. Please discuss specific criteria with your International Student Advisor.