ELIGIBILITY

- 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

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

- 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.