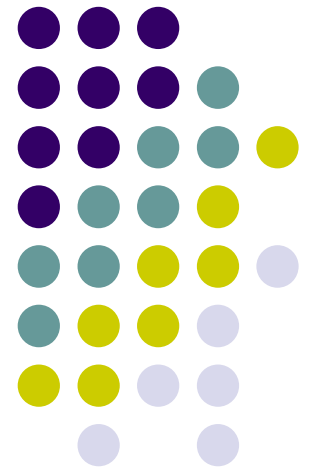


Academic Training/Internships

A Session for J-1 Students





What is academic training?

- Academic training is a type of off-campus work authorization for employment in a student's field of study.
- The J-1 student's program sponsor is responsible for granting the employment authorization.
- Students whose DS-2019 is issued by a sponsor other than UW-L must apply for academic training from the program sponsor.
- Academic training is available before or after completion of studies.

Am I eligible?



- Remember your primary reason for being in the U.S. is to study.
 - Academic training must not take away from attending classes, studying, etc.
- You must be in good academic standing at UW-La Crosse.
 - To remain in good standing, students' cumulative GPA must be 1.60 at the end of the first semester, 1.80 at the end of the second and third semesters, and 2.00 or above each successive semester.



Am I eligible? (continued)

- The proposed employment must be **directly** related to your major field of study.
- You must maintain your status to stay in the U.S.
 - This means following the J-1 regulations; applying for a program extension if necessary.

How many hours can I work?



- Employment must be part-time (20 hours per week or less) while you are attending classes or may be full-time during university breaks (if you are not taking courses) or after your completion of study
- Academic Training used after the completion of study may be full-time or part-time
- **The absolute last deadline** to apply for Academic Training is the program end date listed on your DS-2019, but OIE would prefer a minimum of two weeks prior to your employment start date or your program end date.

How long can I participate?



- You can participate in academic training for no longer than the length of time you studied in the United States on your current DS-2019 document. Please note, there is an 18 month maximum.
- For example – If you studied at UW-L for 4 months, you can do Academic Training for 4 months.
- However, if you studied for 2 years, you can only be authorized for 18 months of Academic Training.

Can I Get Paid for My Academic Training?



- **Academic training can be used for paid or unpaid internships or jobs.**
 - It depends on the offer you receive from the organization providing the opportunity.

After Completion of Your Program of Study



- A written job offer of employment must be presented to your International Student Advisor **BEFORE** the program end date (and preferably 2 weeks in advance!), or the eligibility for academic training is lost.
- International Student Advisors are not able to make changes on your immigration record after this date.

The Application – Job Offer Letter



- Obtain a letter of offer from your prospective employer.
 - The letter must be on official letterhead and be signed by your supervisor.
 - The letter must include:
 - Your job title
 - A brief description of your employment and job duties
 - The start and end date of your employment
 - The name and location (address) of the employment
 - The minimum and maximum number of work hours per week
 - The name, title and contact information of your direct supervisor
 - Remember the letter needs to be on letterhead and be signed!

The Application – Academic Advisor Letter



- You also need to obtain a letter from your Academic Advisor, which must include the following:
 - The goals and objectives of the specific academic training program;
 - How the academic training relates to the student's major field of study; and
 - Why it is an integral or critical part of the academic program of the student.



The Application – Submission



- To apply for Academic training, you will need to submit the following to your International Student Advisor (a minimum of two weeks prior to the employment start date or the end date on your DS-2019):
 - Employment Letter
 - Academic Advisor's Letter
 - Payment to remain covered by OIE's insurance
- Remember you cannot start your employment until you receive authorization from your International Student Advisor!

Additional Notes



- You will need to contact your International Student Advisor at UW-L with your new address within 2 weeks of arriving.
- Traveling out of the country between your program end date and your employment start date could be tricky. Meet with your International Student Advisor if you have questions.
- Traveling out of the country while on Academic Training is allowed however a it is recommended to bring an employment letter with you, or you could be denied reentry into the United States. Please meet with your International Student Advisor.
- You will still have a 30 day grace period once you have completed your Academic Training to leave the United States.