



Academic Training Request for J-1 Students

What is Academic Training?

The US Department of Homeland Security allows sponsoring universities to authorize J-1 degree-seeking and non-degree seeking students to engage in off-campus Academic Training, which is practical training (employment, internship, practicum, etc.) related to J-1 Students' field of study. Eligible students can use Academic Training either during the academic exchange program (while classes are in session or during official break periods) or upon completion of the academic program.

Eligibility

Students must meet the following requirements in order to be approved for Academic Training:

- Have completed at least 1 full semester of the academic exchange program and be in good academic standing with DePauw University.
- Apply for Academic Training prior to beginning training/employment activities. Students who begin employment without authorization for Academic Training are subject to termination of their J-1 immigration record and immediate departure from the United States.
- Apply for Academic Training before the final day of the academic exchange program (listed on the DS-2019 Certificate of Eligibility).
- The proposed Academic Training activities must be related to the student's major field of study.
- For non-degree exchange students participating in DePauw's Language Department Assistant program, training/employment activities must be related to this academic program.
- Academic Training employment can be paid or unpaid.
- Before completion of the academic exchange program, Academic Training must be part-time (less than 20 hours per week) when classes are in session. During official break periods, Academic Training can be either part-time or full-time (more than 20 hours per week).
- Academic Training must begin no later than 30 days after the last day of the academic exchange program. Student must engage in training activities for at least 20 hours per week in order to maintain valid J-1 Student status.
- Submit all required application materials (see instructions below).
- Maintain valid health insurance that meets DePauw University's international student insurance requirements.
- Report all changes in address or contact information to International Student Services within 10 days.

Duration

Academic Training can be authorized for a period that matches the length of the J-1 Student's academic exchange program. For example, if a student completed an exchange program at DePauw for one full academic year (9 months), the student can be eligible for up to 9 months of Academic Training upon completion of the exchange program. The maximum of period allowed for Academic Training is eighteen (18) months. Upon completion of the authorized period of Academic Training, the J-1 Student has a grace period of 30 days to stay in the United States, if desired. After the 30-day grace period, J-1 Students must exit the United States.

Required documents for requesting Academic Training (submit together to ISS office by application deadline)

- Completed "Academic Training Request for J-1 Students" form, including recommendation from the academic advisor.
- Qualifying offer of employment letter from the host organization/company
- If applying for unpaid Academic Training that will occur after the academic exchange program has ended, bank documents demonstrating the student's ability to pay for living expenses and return travel home.

When Academic Training is approved

Upon approval of the request for Academic Training, a new DS-2019 and an authorization letter will be issued by International Student Services with an annotation authorizing Academic Training. Students engaging in paid Academic Training employment must present this DS-2019, valid passport and I-94 record on the first day of employment and should also use these and additional, required documents to apply for a Social Security Card, if they have not yet obtained one.

Academic Training Request for J-1 Students

Student Information

Family name

Given name

DePauw Student ID:

SEVIS ID:

Date of birth:

Phone

DePauw email

Personal email

Start Date of academic program (on DS-2019)

End Date of academic program (on DS-2019)

Academic Training Information

For which type of Academic Training are you applying? Pre-completion AT (during your program)

Post-completion AT (after your program)

Start date of Academic Training position

End date of Academic Training position

Name of employer/host organization

Title of your position

Supervisor name

Supervisor phone

Supervisor email

Street address where Academic Training will take place

Street address where you plan to live during Academic Training period

City, State & ZIP Code

City, State & ZIP Code

Hours per week: _____

Total Compensation: _____

Student acknowledgement

I agree to comply with US Department of State regulations and DePauw University requirements for J-1 Students participating in Academic Training.

<http://j1visa.state.gov/participants/current/rules-and-infractions/>

<http://www.depauw.edu/studentlife/diversity-on-campus/internationalstudents/>

I understand that failure to adhere to these requirements can result in the termination of my Academic Training authorization and dismissal from my academic exchange program in the United States.

Applicant Signature: _____ Date: _____

Academic Advisor Recommendation

I agree that the employment described in this form and in the offer of employment letter relates to the student's field of study.

Describe below (or attach separate letter) how the requested Academic Training position relates to the student's field of study, the student's learning goals, and how the proposed training activities will allow the student to achieve those learning goals.

Academic Advisor name

Phone Number

Signature

Date

International Student Services
DePauw University
408 South Locust Street, Suite 100
Greencastle, IN 46135 USA
(765) 658-4850 iss@depauw.edu

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