TU Office of International Student Services

ACADEMIC TRAINING INFORMATION

- Academic Training (AT) must be directly related to a student's field of study
- A student must be 'in-status' to qualify for AT. It is the student's responsibility to know and understand the rules and regulations associated with their J-1 Visa and to comply with these rules and regulation. A J-1 student who fails to maintain their status has jeopardized the benefits associated with the J-1 program.
- AT may be done either during a student's academic program or after completion of a degree. The required application must be submitted **prior to the program completion** and the employment must begin no later than 30 days following completion of a student's studies.
- For undergraduate and pre-doctoral students, AT cannot exceed eighteen (18) months, inclusive of any prior academic training in the United States, or the period of full course of study, whichever is less. A possible exception: additional time for academic training is allowed to the extent **required** to satisfy the mandatory requirements of his or her degree program. This requirement must be listed in the university bulletin.
- For post-doctoral students AT cannot exceed a total of thirty-six (36) months, inclusive of any prior academic training in the United States as an exchange visitor, or the period of the full course of study, whichever is less. A new form DS-2019 will be issued for each **approved** eighteen month period.
- AT may be for either paid or non-paid positions. If non-paid, documentation of adequate financial resources must be submitted with the request form.
- A student's Academic Advisor must recommend in writing a specific AT program for the student.
- An AT program <u>must be approved in writing by the ISS Responsible Officer</u> or an Alternate Responsible Officer.

APPLICATION PROCEDURE

It is recommended that you consult with your academic advisor while seeking an Academic Training program. After confirming an Academic Training opportunity:

- 1. Obtain required forms from ISS.
- 2. Discuss the opportunity with your academic advisor and request that the advisor complete the recommendation letter form and return it to the ISS office.
- 3. Submit completed J-1 AT request form to ISS along with Financial support certification- normally a letter of offer from the entity providing the AT program.

Office of International Student Services The University of Tulsa

J-1 Academic Training Request

Recommendation Letter from Student's Academic Advisor

"Academic Training" is a benefit that may be available to an international student with a J-1 Visa in order to allow for practical work experience (paid or non-paid) to supplement an academic program. It is strictly controlled by regulations and must be approved by the Responsible Officer or by an Alternate Responsible Officer in the International Student Service office before it can be granted. By submitting a completed and signed copy of this form to the ISS office an advisor will have fulfilled the requirement to complete a recommendation letter. Advisors may also compose and submit to the ISS office their own letter that contains these components.

Name of Student:	TU ID#
Academic Advisor(name)	(title)
Email:	Phone:
Academic Department:	
Organization Offering Program:	
Address:	
Immediate Supervisor:	
Start Date:	End Date:
Hours per week:	_
Program Description/Activities:	
Goals and Objectives of the program:_	

Describe how this AT program relates to the san integral or critical part of the student's acade	•
As the student's Academic Advisor or College details of the academic training program. I un be approved for J-1 students who have maintain United States. I approve the amount of time reand objectives of the training. With this letter student to participate in the above described A qualified.	derstand that Academic Training can only ined their immigration status while in the equested as necessary to complete the goals I recommend that you authorize this
Signature	Title
Date	
Please return the completed form to:	
Carla Guthrie ISS Office Westby	

Updated 03/08/2012