

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 **must be approved in writing by the ISS Responsible Officer 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 student's major field of study and why it is an integral or critical part of the student's academic program.

As the student's Academic Advisor or College Dean I have set forth the nature and details of the academic training program. I understand that Academic Training can only be approved for J-1 students who have maintained their immigration status while in the United States. I approve the amount of time requested as necessary to complete the goals and objectives of the training. With this letter I recommend that you authorize this student to participate in the above described Academic Training program if they are qualified.

Signature

Title

Date

Please return the completed form to:

Sandra Boman
ISS Office
Westby

Updated 7/16/2008