Definition: Academic Training is work, training, or experience related to a student’s field of study. Academic Training may involve sequential or simultaneous activities, either paid or unpaid, with one or several employer(s), provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded.

Eligibility
- Maintaining J-1 status and in good academic standing
- Obtain job offer in your field of study as indicated on the DS-2019

Time Limits
- Exchange students for 1 semester are eligible for 4 months of Academic Training; Exchange students for 1 year are eligible for 9 months of Academic Training.
- A student enrolled in a Bachelor’s or Master’s program for 2 or more years is entitled to 18 months of employment. PhD students are eligible for up to 36 months of academic training (post-doctoral research/teaching positions only).

Academic Training can occur before or after completion of your proposed program of study:
- **Pre-completion:** Academic Training before completion can be part-time or full-time provided that you continue to make normal academic progress towards the completion of your program at UST.

- **Post-completion:** Academic Training after completion can be full-time. The student must begin employment no later than 30 days following the completion of the program. Your DS-2019 form must be valid for the duration of academic training. Requests for extension of DS-2019 due to academic training require a written job offer, proof of insurance coverage, and proof of funding during the extension period.

Note:
- Part-time employment is subtracted from the total amount of time allowed at the same rate as full-time employment.
- You are legally allowed to remain in the U.S. in J-1 status for 30 days after completion of Academic Training. This period is known as the “grace period.” You are not allowed to travel outside the US or be employed during the grace period.

Procedures:
Students must have a new DS-2019 issued by ISS for Academic Training before employment begins. Schedule an appointment and bring the following documents to ISS:

1. Completed Academic Training form (on the reverse)
2. A written job offer on letterhead. The letter should specify the company name, position title, job requirements, dates of employment, and rate of pay (if it is a paid position).
3. For post-completion AT, if unpaid, proof of financial support for living expenses during the Academic Training period ($1000/month)
4. For post-completion AT, proof of health insurance coverage during the period of Academic Training.
This form must be completed and submitted to ISS before the program end date listed on your DS-2019. Please schedule an appointment with an ISS advisor and bring all required documents.

1. To be completed by student:

First Name: ___________________________ Last Name: ___________________________

UST ID#: ___________________________ Email: ___________________________

Start date for this academic program: ___________________________

Degree Level: □ Bachelors  □ Masters  □ Doctoral  □ Non-degree/Exchange

Field of Study (as listed on DS-2019): ___________________________________________________________

**Employer Information**

Name of Employer: __________________________________________________________

Employer Address: Line 1 ___________________________________________________________________________
                     Line 2 _______________________________________________________________
                     City, State, Zip Code ___________________________________________________________

Supervisor Last Name: ___________________________ Supervisor First Name: ___________________________

Supervisor Phone: ___________________________ Supervisor E-mail: ___________________________

Position Title: __________________________________________________________

Position Responsibilities: __________________________________________________________

2. To be completed by Academic Advisor or Academic Department at St. Thomas:

Main Goals and Objectives of Academic Training __________________________________________________________

Describe how the Academic Training relates to the student’s field of study __________________________________________

Explain why this position is an integral or critical part of the student’s academic program _______________________

_________________________________________________________________________________________________

Student’s Academic Major ___________________________ Program Completion Date (mm/dd/yyyy) _____________

*By signing below, I certify that the student will be working in his/her primary field of study and I recommend this student to participate in Academic Training with this employer.*

___________________________________________
(Signature of Academic Advisor)  (Date Signed)

___________________________  ______________________  ______________________
(Name – Please Print)  (Academic Department)  (Phone)