

UNIVERSITY OF MINNESOTA

ACADEMIC TRAINING FOR J-1 STUDENTS

With DS-2019s issued by ISSS

Summary

Academic Training (AT) is work, training, or experience related to a student's field of study. Appropriate activities vary across disciplines. AT may include internships, practicums, cooperative education programs, and other training related employment. It may occur during the student's studies, after the completion of studies, or a combination of both. AT must be an integral or critical part of the student's academic program. The J-1 visa is not designed for permanent employment.

Please Note the Following

- AT cannot be authorized beyond the end date on the student's DS-2019. Therefore, it might be necessary to apply for a DS-2019 extension.
- Non-degree students are eligible for pre and post-completion AT but not mandatory or post-doctoral AT.
- For a student to participate in AT during the first semester of a student's academic program, the student's academic adviser must specifically recommend AT in the student's first semester.
- If the student plans to travel outside the U.S. upon completion of the academic program and re-enter the U.S. to pursue AT, authorization for AT must be obtained before the student departs the U.S.
- The student must have health insurance—including health insurance for any J-2 dependents—during AT. The insurance must meet the criteria set by U of MN policy and J visa regulations.
- The student must provide the AT employer with the authorization letter, passport, I-94, and DS-2019.
- The student's AT employment does not necessarily have to begin on the first day of AT authorization. However, the first day of AT authorization is when the student starts accumulating time toward the AT time limit.
- Once AT has been authorized, time lost due to the employment ending early cannot be reclaimed.
- If the student wants to change employers or request an AT extension, new AT authorization must be obtained.
- If the student's residential address changes during AT, the "Current Mailing" address in the student's U of MN OneStop must be updated. Access <<http://www.iss.umn.edu/INSGen/address.html>> for instructions.
- The student should notify ISSS when deciding to permanently depart the U.S. or change visa status during AT.

Academic Training Categories

Pre-Completion Academic Training

- Before completion of the student's degree
- May be paid or unpaid
- ISSS does not advise full-time AT before completion of required coursework. If a student wants to pursue this option and register for less than a full course load, the student must submit with the AT application a Reduced Course Load form and a letter from the student's academic adviser. The academic adviser letter must indicate:
 - a. The expected completion date of the student's academic program;
 - b. That the training is equivalent to a full course of study; and
 - c. That the training will not interfere with the student's completion of academic program in a timely manner.
- If the student will maintain a full course load during full-time AT, the academic adviser letter must indicate:
 - a. The expected completion date of the student's academic program; and
 - b. That the training will not interfere with the student's completion of academic program in a timely manner.

Mandatory Program Academic Training

- Before completion of the student's degree
- May be paid or unpaid



- Required by the student’s academic program. The student must provide proof to ISSS (e.g. a letter from the student’s academic department) indicating that the training is “mandatory” for the academic program.
- Full-time AT may be authorized if required by the student’s academic department.

Post-Completion Academic Training

- The student must receive AT authorization within 30 days of completing the academic program. The student’s AT start date must be within this 30 day period.

Post-Doctoral Academic Training

- The student must receive AT authorization within 30 days of completing the academic program. The student’s AT start date must be within this 30 day period, however, the employment may begin at a later date.
- The student must receive wages or other remuneration.
- Two 18-months periods of authorization may be possible. An application for the second period of post-doctoral AT must be submitted before the first 18-month period of post-doctoral AT expires.

Eligibility Requirements

The Following Criteria Must Be Met

- The student must be primarily in the U.S. to study rather than engage in AT.
- The student’s AT must be directly related to the student’s major field of study at the U of MN.
- The student must be in good academic standing at the U of MN.
- AT must be done with a specific employer or training site and a job offer letter is required.
- A letter of recommendation from the student’s academic adviser is required.
- The student must receive written authorization in advance from ISSS for the duration and type of AT.

Additional Eligibility Requirements for Post-Doctoral Academic Training

- Must meet the general eligibility requirements above.
- The main purpose must be to gain new skills or expertise—rather than mere employment of which the main purpose might be to generate income.
- The training must have a research component, but need not be exclusively research.
- The training must be supervised by someone qualified to facilitate the student’s training. For example, a senior researcher or faculty member with a Ph.D., capable of evaluating, guiding, and providing insight to the student’s work would qualify.
- The training may occur at either an educational institution or a non-educational organization such as a private research institute, business, or other location consistent with the training objective.



Time Limits

The student is authorized to participate in AT for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time:

- **For pre and post-completion AT:** Does not exceed 18 months, inclusive of any prior AT in the U.S. in J-1 status, or the duration of the student's academic program in the U.S., whichever is less.
- **For mandatory AT:** Is allowed for the student to satisfy the mandatory requirement(s) of the academic program. A student authorized for 18 or more months of mandatory AT is not eligible for post-completion AT.
- **For post-doctoral AT:** Does not exceed a total of 36 months, inclusive of any prior AT in the U.S. in J-1 status, or the duration of the student's academic program in the U.S., whichever is less. Post-doctoral AT will be authorized in 18 month increments, and a new DS-2019 shall be issued for each 18 month period.

Application Procedures

Required Documentation

- Photocopy of passport identity and validity pages
- Photocopy of front and back of I-94
- Current U of MN unofficial transcript
- Completed "Student Request For Academic Training"
- Completed "J-1 Student DS-2019 Request" form (if the student needs a DS-2019 extension). Read section 4 on the DS-2019 Request form to see if a signature is required.
- Reduced Course Load form, if applicable
- A letter of recommendation from the student's academic adviser describing the training program including:
 - a. The goals and objectives
 - b. Location
 - c. The name and address of the training supervisor
 - d. Number of hours per week
 - e. Beginning and ending dates
 - f. How the training relates to the student's major field of study
 - g. Why the training is an integral or critical part of the student's academic program
- For post-doctoral training applicants, in addition to the above requirements, the letter of recommendation from the academic adviser must indicate:
 - a. A description of the training aspect of the activity
 - b. That the student is doing "post-doctoral training"
 - c. "Research" is part of the activities performed
 - d. That the activity is supervised by someone qualified to facilitate the training mission of the AT activity
- An offer letter from the student's prospective employer. The letter should include:
 - a. The beginning and ending dates of training
 - b. The number of hours per week
 - c. Funding (salary/stipend) amount

Application Submission

- Submit the required documentation to an ISSS adviser during ISSS walk-in hours or a scheduled appointment. If the application is complete and ISSS supports the request, ISSS will issue an AT authorization letter. The processing time for AT authorization is approximately 2-4 weeks.
- Failure to submit the required documentation will delay AT authorization and may delay the beginning of the training. J-1 regulations indicate that authorization must be given in advance of AT employment; therefore ISSS can not backdate the start date for AT authorization.



Student Request for Academic Training (please print clearly)

Name: _____ UMN ID#: _____

Phone: _____ U of MN E-mail: _____

1. Academic program on your DS-2019 (circle one): Doctorate, Master's, Bachelor's, Non-Degree
2. Have you completed all course requirements for your degree, excluding thesis or Plan B (if applicable)?
 Yes
 No
3. Have you completed all requirements for your degree?
 Yes. I completed my degree on (dd/mm/yyyy) _____.
 No. I plan to complete my degree on (dd/mm/yyyy) _____.
4. I have been registered at the U of MN from _____ to _____.
semester and year semester and year
5. Have you been previously authorized for any AT as a J-1 student?
 Yes. I have been authorized for _____ months of AT.
 No
6. Academic Training Category
 Pre-completion Part-time (20 hours/week maximum)
 Mandatory Full-time
 Post-completion
 Postdoctoral
7. My AT authorization Period will be from _____ to _____.
date date
8. Academic Training Employer: _____
Employer Name Street Address (not P.O. Box)

City State Zip Code
9. Statement of Understanding: I have completely read all four pages of this academic training application and understand the conditions and implications of the authorization during and after my academic program. The information I have provided is true and correct.
Student Signature: _____ Date: _____



An ISSS adviser will complete this section.

Documents & Requirements

1. Did ISSS issue the DS-2019? Yes No
Refer to J-1 sponsor.
2. DS-2019 expiration date: _____
3. Is the information on the current DS-2019 still valid? Yes No
What has changed? _____
4. Visa type on I-94: _____
5. Expiration date or D/S: _____
If visa type is not correct, or if there is a date instead of D/S, discuss implications with student.
6. Passport expiration date: _____
7. Is passport still valid? Yes No
If "no," we cannot process DS-2019 request, unless returning home. Refer to home country consulate for renewal.
8. Visa stamp type: _____ Expiration date: _____ Number of entries: _____
If visa stamp will expire before reentry, explain that a new visa is needed for reentry except from Canada, Mexico, and other contiguous territories.

Dependents

9. Are there J-2 dependents? Yes No
How many? _____

Registration

10. Full-time each semester since arrival? Yes No
11. If "no," are RCL forms filed for terms without full-time registration? Yes No
Which RCL forms are still needed? _____
12. Any holds preventing registration? Yes No
Which holds? _____

Travel

13. Is the J-1 traveling? Yes No
14. Are the J-2s traveling? If "yes," traveling J-2s need valid reentry signatures on their DS-2019s. Yes No
15. Is the J-1 traveling without the J-2(s)? Yes No
Discuss the implications.
16. Subject to Special Registration (NSEERS)? Look for FIN on I-94, visa stamp, or DS-2019. Yes No
Explain departure registration requirement and possibility to be subject again upon reentry.

ISSS adviser initials: _____

Date: _____

