



*International Enrollment & Services*

**Academic Training for J-1 Students**

**An Overview**

Academic training is work, training, or experience related to a student's field of study. Students under the J-1 status may apply for academic training before or after completion of studies.

- Students who plan to train after completion of studies must have a training position offer no later than 30 days after completion of studies.
- Academic training may be paid or unpaid but Must receive Advance approval from the Responsible Officer for the Exchange Program at ETSU.

Enclosed, please find excerpts from the immigration regulations pertaining to Academic Training. We recommend that you read them before meeting with your academic advisor.

**Request for J-1 Academic Training**

**This form must be completed and signed by the student's academic advisor.**

According to federal regulations, for a J-1 student to engage in academic training, the student must have a job offer, and the following information must be provided by the student's academic advisor. Please contact International Enrollment & Services with any questions about this form or about J-1 regulations pertaining to academic training.

Student's Name:

Academic Advisor Name:

Academic Advisor Phone Number:

Description of Training Program:

Location of Training Program:

Name of Training Supervisor:

Address of Training Supervisor:

Street:

City:

State:

Zip/Postal Code:

Training Hours per Week:

Dates of training program:

Salary (monthly):

Please describe in as much detail as possible the goals and objectives of this specific training program:



EAST TENNESSEE STATE  
UNIVERSITY

310 S. Dossett Drive  
Johnson City, TN 37614  
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Please explain in detail how the training 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 academic advisor for this student, I certify to the best of my knowledge, the information provided on this form is true and accurate, and I recommend the requested period of academic training be granted.

Academic Advisor Signature:

Date:

**Please return this form to:**

**International Enrollment & Services  
East Tennessee State University  
Ada Earnest House  
Box 70668**



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**8CFR 62.23(f)(5)**

**(f) Academic training.**

- (1) A student may participate in academic training programs during his or her studies, without wages or other remuneration, with the approval of the academic dean or advisor and the responsible officer.
- (2) A student may be authorized to participate in academic training programs for wages or other remuneration:
  - (i) During his or her studies; or
  - (ii) Commencing not later than thirty (30) days after completion of his or her studies, if the criteria, time limitations, procedures, and evaluations listed below are satisfied:
- (3) Criteria.
  - (i) The student is primarily in the United States to study rather than engage in academic training;
  - (ii) The student is participating in academic training that is directly related to his or her major field of study at the post-secondary accredited educational institution listed on his or her Form DS-2019;
  - (iii) The student is in good academic standing with the post-secondary accredited educational institution; and
  - (iv) The student receives **written approval in advance** from the responsible officer for the duration and type of academic training.
- (4) Time limitations. The exchange visitor is authorized to participate in academic training for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time for academic training:
  - (i) Is approved by the academic dean or advisor and approved by the responsible officer;
  - (ii) For undergraduate and pre-doctoral training, does not exceed eighteen (18) months, inclusive of any prior academic training in the United States, or the period of full course of study in the United States, whichever is less; except, additional time for academic training is allowed to the extent necessary for the exchange visitor to satisfy the mandatory requirements of his or her degree program in the United States;
  - (iii) For post-doctoral training, does not 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 in the United States, whichever is less. A new Form DS-2019 shall be issued for each eighteen (18) month period.
- (5) Procedures. To obtain authorization to engage in academic training:
  - (i) The exchange visitor shall present to the responsible officer a letter of recommendation from the student's academic dean or advisor setting forth:
    - (A) The goals and objectives of the specific training program;
    - (B) A description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
    - (C) How the training relates to the student's major field of study; and
    - (D) Why it is an integral or critical part of the academic program of the exchange visitor student.
  - (ii) The responsible officer shall:
    - (A) Determine if and to what extent the student has previously participated in academic training as an exchange visitor student, in order to ensure the student does not exceed the period permitted by law;
    - (B) Review the letter from the academic advisor; and
    - (C) Make a written determination of whether the academic training currently being requested is warranted and the criteria and time limitations are satisfied.