

## J-1 ACADEMIC TRAINING REQUEST INSTRUCTIONS

*You must receive academic training authorization from the Office of International Students and Scholars (OISS) before you begin employment. For authorization to work after the completion of your academic program, you must receive a job offer and apply with OISS before your program completion date (although employment may begin later). Students should expect a minimum processing time of 3-5 business days after all documents have been received. Please plan accordingly.*

### Student Eligibility Requirements for a J-1 Academic Training Request

*You must meet the following criteria in order to be eligible for academic training:*

1. You must be in valid J-1 status and in good academic standing at the school named on your Form DS-2019
2. Your primary purpose in the U.S. must be study rather than "Academic Training"
3. Academic training must be done with a specific employer/training site
4. The proposed employment must be directly related to your home country major field of study
5. You must apply *at least 30 days before the program end date* as listed on your DS-2019
6. You must be able to show evidence of financial support for you and any J-2 dependents for any program extension request
7. You must maintain health insurance coverage for you and any J-2 dependents as required by J-1 regulations throughout your academic training period

### Application Process

*You may not begin your internship until after your Academic Training has been approved and you receive a new DS-2019 with employment authorization. Participating in employment without proper authorization is a serious violation of your J-1 visa status.*

**Step 1: Search for training opportunities on your own and receive an official offer of employment**

**Step 2: Collect necessary documents and submit to OISS ([iss@hpu.edu](mailto:iss@hpu.edu) or WP 5A)**

- ☐ Obtain a letter from your employer (on company letterhead) that includes:
  - Your job title and responsibilities
  - Beginning and ending dates of employment (*if requesting for after completion of your program of study, the work must begin within 30 days of completion of your program*)
  - Number of hours per week (*maximum of 20 hours per week while school is in session*)
  - Salary or wages if applicable
  - Name of your supervisor
- ☐ Submit a letter of recommendation from your home university program coordinator (exchange students) or HPU program coordinator (degree-seeking students)
- ☐ Complete and sign the HPU Academic Training Request Form
- ☐ *If applicable:* Submit proof of additional financial support for any post-completion Academic Training requests

**Step 3: OISS will review your submitted documents to determine whether you are eligible for Academic Training. Please expect a minimum of 3-5 business days for processing a completed application. If approved, OISS will issue you a new DS-2019 with academic training information. You will be notified via email when your new DS-2019 is ready for pick-up.**

### Frequently Asked Questions

#### **Can I do a paid internship for my Academic Training?**

*Yes, your internship can be paid or unpaid. Students who choose a paid internship may need to complete additional steps in order to apply for a Social Security Card through the Social Security Administration.*

#### **How long can my Academic Training last?**

*Non-degree students: An exchange student enrolled for one semester may be granted academic training for the equivalent time of his/her studies. The total J-1 program time for non-degree students is limited to 24 months, including both study and academic training time. Degree-seeking students: Academic training is typically limited to a maximum of 18 months.*

**How many hours can I work per week?**

*Students on academic training that occurs while school is in session may work a maximum of 20 hours per week.*

**Other important considerations:**

1. *Please let us know if your dependents J-2 are in the U.S. They will also require updated DS-2019s*
2. *You must continue to update your local address and other contact information while on academic training, you can do this through your MyHPU portal account.*
3. *Throughout your period of academic training, you must maintain permission to stay in the U.S. in J-1 student status and apply for extensions as necessary.*
4. *If you are eligible for an extension of your academic training, please contact OISS at least one month prior to the expiration of your current academic training authorization.*

**Notes of Caution**

**As a J-1 student you are eligible for a variety of work opportunities in U.S. but employment without proper authorization is a serious violation of your status. Before you start any kind of employment you must first consult your J-1 Responsible Officer and receive written approval in advance of beginning work.**

- The duration of academic training depends on the type and duration of your academic program. Check with an international student advisor about your specific situation.
- Under any circumstances, the duration of academic training may not exceed the length of the academic program.
- Part-time and full-time academic training are counted the same against the total time allowed. Part-time academic training is not counted at half the rate of full-time.
- Academic training used before completion of the academic program is deducted from the total time available.
- Post academic training must begin within 30 days of program completion date.