

# Academic Training (AT)

**Definition of Academic Training:** Academic training is work, training, or experience related to the student's field of study. Appropriate activities vary over disciplines. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, U.S. or foreign, provided the application approval procedures are followed for each employer and activity, and time limits are not exceeded.

**Participation in Academic Training:** A student may participate in Academic training during his or her studies (Pre-completion) or commencing not later than 30 days after completion of his or her studies (Post-completion).

**18-month general limit:** For undergraduate, non-degree J-1 students, and pre-doctoral training, academic training cannot exceed 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 EV to satisfy the mandatory requirements of his or her degree program.

**36-month limit:** For post-doctoral training, academic training does not exceed a total of 36 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. A new Form DS-2019 shall be issued for each 18 month period.

**Hours per week:** All academic training is counted as full-time, even if the employment is on a part-time basis. All academic training (part-time or full-time) authorized before completion of your program will be deducted from the amount of Academic Training that is available after completing your degree.

**Paid or Unpaid:** Both paid and unpaid positions are acceptable for academic training. If the position is post-completion academic training and is unpaid, the student must demonstrate sufficient financial support during that time.

## Special Topics:

**Multiple Employers or Change of Employers:** Academic training may involve several employers for paid or unpaid positions provided the application and approval procedures are followed for each employer. You must have a separate authorization letter for each employer. To change employers you must get authorization for the new employer before the old employment ends. Speak to an International Student Advisor for guidance.

**Government Sponsored Students:** Provide a letter to International Student & Scholar Services from government sponsor showing their support of extending the DS-2019 for academic training purposes.

**Third Party Providers:** Students sponsored by third party providers (i.e. Fulbright students) will need to get academic training authorization from their sponsors.

### International Student and Scholar Services

[international.ucdenver.edu/ISSS](http://international.ucdenver.edu/ISSS)

Email: [iss@ucdenver.edu](mailto:iss@ucdenver.edu)

Phone: 303.315.2230 | Fax: 303.315.2246

### Physical Street Address

University of Colorado Denver  
1380 Lawrence Street, Suite 932  
Denver, Colorado 80204 U.S.A.

### USPS Mailing Address

P.O.Box 173364  
Denver, Colorado 80217-3364 U.S.A.

### Campus Mail Address

Campus Box A005/185



University of Colorado  
Denver | Anschutz Medical Campus

## Academic Training Guidelines

### General Eligibility Requirements & Considerations

- Academic training must be done with a specific employer or training site
- Position must be directly related to the major field of study listed on the DS-2019
- A specific description of the training opportunity is required
- The student must be in good academic standing
- The student must receive written approval in advance from the Responsible Officer (International Services Specialist) for the duration and type of academic training
- In order to be eligible for post-completion academic training you must apply **AND** receive written authorization from your J-1 Responsible Officer (International Services Specialist) no later than 30 days after the end of your program.
- You are not authorized to work until you receive the authorization letter and may only work within the dates authorized on that letter. Any work done outside of those dates is considered unauthorized employment and can have serious immigration implications.

### Authorization Procedures

- Student must attend an Academic Training Work Clinic
- Obtain a letter of offer from an employer. The letter should be on company letterhead and include: job title, detailed job duties and description, number of hours per week, dates & location of employment, and supervisor name, phone number and email.
- Take offer letter to the Experiential Learning Center for approval and to complete a Learning Agreement Packet.
- Have an Academic Dean or Academic Advisor in your department review the **letter of offer** and request that they write you a **letter of support**.
- Turn both completed letters and approval from the Experiential Learning Center into International Student & Scholar Services requesting the review of the letters for Academic Training. ISSS will authorize academic training for the appropriate period of time.
- Return to pick up your Academic Training Authorization Letter and DS-2019 noted with the authorization and extension.
- A copy of Academic Training Authorization letter and copy of DS-2019 will serve as proof of work authorization

## Letter of Support for J-1 Student's Academic Training

**Note to Academic Dean or Academic Advisor:** Please review the student's letter of offer and detailed job description in order to write a letter of support if you believe the position could be an integral learning experience directly related to the student's field.

The U.S. Code of Federal Regulations [22 CFR 514.23(f)(5)(j)] states that a J-1 student wishing to apply for Academic Training must have a letter from their Academic Dean or Advisor as part of the application process. The letter of support should address the following three points:

- Outline the goals and objectives of the specific training program;
- How does the training relates to the student's major field of study;
- Why it is an integral/ critical part of the academic program of the exchange visitor.

If you have any further questions or need further clarification, please contact an International Services Coordinator at (303) 315-2230.

## Template for Letter of Offer for Academic Training

COMPANY LETTERHEAD with address – ORIGINALS ONLY – NO COPIES

DATE: month, day, year

Intern's Full Legal Name

Intern's Full Address

RE: Part-time or Full-time POSITION NAME Internship Position

Dear Mr. / Ms. Intern's Full Legal Name:

Organization/Company name is pleased to offer you the Part time/Full time position of Position Title beginning 1<sup>st</sup> working date and Ending date at our List the site(s) of Academic Training located at Address of Site(s) of Academic Training.

You will be required to work Number of hours per week throughout your Academic Training period. The duties of your position will entail detailed job description with specific field of study related objectives.

Finally, during your Academic Training, your direct supervisor will be name of the person and his/her email and phone contact information is (\_\_\_\_\_).

Sincerely,

Original Signature of Company Representative

Company Representative's name

Company Representative's Title

Contact Information