

Academic Training Authorization Request Form

This form is for J-1 students participating in the UTSA J Exchange Visitor Program. If you are a J-1 student with a DS-2019 Form issued by an agency or institution other than UTSA, you must contact your program sponsor to obtain instructions and authorization for Academic Training. See item #2 of your Form DS-2019 to identify your J-1 program sponsor.

WHAT IS ACADEMIC TRAINING?

Academic training is a temporary employment during which J-1 students can gain practical experience in a field directly related to their course of study. Academic Training is available under the following options:

- Academic training is available before or after completion of studies (pre-completion or post-completion).
- Academic training can be part-time (up to 20 hours per week) as pre-completion during the school is in session or full-time as pre-completion during vacation time/summer time or post-completion.
- Academic training can be used for paid or unpaid internships or jobs as long as the position is related to the student's field of study.

APPROVAL FROM ISS INTERNATIONAL STUDENT ADVISOR

To engage in academic training you must first obtain the Academic Training Authorization Letter from an international student advisor at International Student Services (ISS). This written approval is issued upon review of your Academic Training Authorization Request, which should be submitted to ISS in a timely manner. Your international student advisor begins processing your request when all required documents are submitted.

The Academic Training authorization is employment/site and date specific. If you have multiple academic training sessions occurring at the same time, you must obtain permission and an Academic Training Authorization Letter **for each training activity.**

ELIGIBILITY CRITERIA

You are eligible for academic training if you meet all of the following criteria:

- You have to be in good academic standing and have maintained your immigration status.
- You must have a specific employment/internship training offer that is directly related to your major field of study.
- Your Form DS-2019 is valid at least for *one month* into the future when applying for Academic Training.
- You and your dependent(s) must continue to have adequate financial support and health insurance during periods of academic training.

LENGTH OF ACADEMIC TRAINING

- Academic training may not exceed the period of full course of study or 18 months, whichever is shorter.
For example: If you are a master's student who completed a program in 12 months, you are only eligible for 12 months of academic training.
- The number of days employed in part-time work are counted as full-time toward the total period allowed.
For example: If you use six months of part-time academic training before you finished your academic program, then you only have 12 months of academic training left after the academic program.
- The total period of academic training is inclusive of any prior academic training done in the U.S. under J-1 status. Earning more than one degree does not increase your eligibility or time limits for academic training.
- The student who has earned a Ph.D. and acquired a post-doctoral training position may be eligible for an extension of 18 additional months. An extension request will have to be submitted and approved *no later than one month prior to the DS2019 end date.*
- If your post-completion academic training does not start immediately (the next day) after your actual program completion date (post-completion academic training should be started within 30 days of the program completion date), the time between the program completion date and the academic training start date will be counted toward the total period allowed for academic training. In other words, your program end date with post-completion academic training cannot exceed the period of full course of study or 18 months from the actual program completion date.

WHEN TO APPLY FOR ACADEMIC TRAINING

- You cannot begin working on academic training until you have your Academic Training Authorization Letter in hand. You **must** submit the application for Academic Training to International Student Services and obtain permission for academic training employment **before** you start your employment.
- Students who are applying for post-completion academic training must submit the request to International Student Services *no later than one (1) month prior to actual completion of the academic program*. The actual program completion date may or may not be the same as the end date on your DS-2019. Check with your academic advisor about your program completion date.

REQUEST PROCEDURES

1. Bring the following documents to International Student Services to meet with an international student advisor:

- Completed Academic Training Request Form:** This form has to be completed by you and your advisor academic advisor recommending the academic training
- Copies of your passport ID page, I-94 record and current Form DS-2019**
- Employment offer letter** on official letterhead from your prospective academic training employer:
 - The offer letter must include:
 - Employer name and address
 - Specific start date, end date and address of training or employment
 - Number of work hours per week
 - Salary and benefits information
 - Job title
 - Description of duties performed (duties must be detailed enough to determine if the work you will perform is related to your field of study)
 - Name, title, phone number and email address of your training supervisor
- Proof of health insurance** (insurance card and coverage statement) to show that you and your dependents have continuous health coverage during your academic training period.
- Proof of funding** (for example, a bank statement) to show how you and your dependents will be supported during your academic training, if your post-completion academic training is unpaid. Financial Support document must:
 - Be in English
 - Be no more than four months old.
 - Show the minimum expenses estimated for the J-1 student and J-2 dependents

For J-1 student: \$1892/month for the duration of academic training

For J-2 dependents: \$555/month for spouse and \$333/month for each child for the duration of Academic Training

- $\$1892 \times \text{_____ months} = \_____
- $(\$555 \times \text{_____ months}) + (\$333 \times \text{_____} (\# \text{ of children}) \times \text{_____ months}) = \_____

Total amount (= 1 + 2) \$_____ ← **You need to show this amount in your proof of funding.**

It is strongly recommended that you apply for academic training no later than one month before your intended academic training start date if you are applying for pre-completion academic training. If applying for post-completion academic training, you should submit your request before your official degree completion date or the end date on your Form DS-2019, whichever is earlier. If you are applying for post-completion academic training and you fail to submit your request before your degree completion or before the end date on your DS-2019, whichever is earlier, **you may become ineligible** for academic training.

2. When International Student Services approves your request, an international student advisor will issue
 - A new Form DS-2019 authorizing through SEVIS the academic training for the duration that you requested
 - An Academic Training Authorization Letter listing your employer. **The end date on this form is now the end date of your J-1 program.** You must apply for an extension of your academic training in a timely fashion if you are eligible and wish to extend your J-1 program beyond that date. The academic training extension request requires the same documents listed above.

Note: When academic training is authorized, students may only work for the approved employer and within the dates authorized. Students who want to work for multiple employers, change positions or change employers must file separate/multiple applications as previously mentioned. Authorization must be received prior to employment.

AUTHORIZATION REQUEST DEADLINES

Continuing students may submit all necessary documents and obtain permission at any time but *no later than one month before the scheduled start date of employment.*

Graduating students must submit all necessary documents and obtain permission before completion of studies and must begin employment within 30 days after completion of studies. Although students must obtain authorization before completing their studies, they have up to 30 days after completion of studies to begin working.

TRAVEL ABROAD AND RE-ENTRY

If you intend to leave the U.S. after you complete your program of studies, you must obtain academic training authorization from International Student Services *before* you leave. If you do not receive this authorization, you may lose your eligibility for academic training.

A valid travel signature on your Form DS-2019 and a valid visa stamp are required to re-enter the U.S. while on academic training. You can find more information about traveling at the ISS website, <http://international.utsa.edu>

HEALTH INSURANCE REQUIREMENTS

While on Academic Training, you and your dependents must continue to maintain health insurance that meets the U.S. Department of State requirements for the entire length of stay in the U.S., including during Academic Training after completion of your program. Required coverage for J-1 students and their dependents:

- Medical benefits of at least U.S. \$100,000 per person per accident or illness;
- Repatriation of remains in the amount of U.S. \$25,000
- Expenses associated with medical evacuation in the amount of U.S. \$50,000; and
- Deductible of no more than U.S. \$500

Any foreign policy plan or contract must be at minimum underwritten by an insurance corporation having:

- An A.M. Best rating of "A-" or above
- A McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A" or above
- A Weiss Research, Inc. rating of "B+" or above
- A Moody's Investor Services, Inc. rating of "A3" or above

Failure to maintain this insurance requirement is considered to be a violation of status.

MAINTAINING IMMIGRATION STATUS

Remember, while on academic training, you are still a UTSA-sponsored J-1 student and you are required to maintain your immigration status by following all J-1 regulations and rules. Report any change in your personal information, such as local address, email address, phone numbers to International Student Services within ten (10) days of the change. It is your responsibility to update your information with International Student Services and maintain your immigration status. If you are not certain about J-1 regulations and rules, you can find [more information on the International Gateway](#).

Academic Training Authorization Request Form

I. STUDENT SECTION

PERSONAL INFORMATION

Family Name: _____ First Name: _____
 Student ID: @ _____ Email: _____
 Phone Number: _____

TYPE OF ACADEMIC TRAINING REQUEST

- Check one.
- Pre-Completion Academic Training
 - Post-Completion Academic Training
 - Post-Completion Academic Training extension beyond 18 months (for post-doctoral researchers only)

ACADEMIC INFORMATION

- Education Level:
- Bachelor
 - Master
 - Doctoral

Major: _____ College: _____

Current DS-2019 End Date (mm/dd/yyyy): _____

Current DS-2019 Start Date (mm/dd/yyyy): _____

Program Completion Date: (mm/dd/yyyy): _____

This section is required for graduating students who are requesting post-completion academic training. Please submit a letter from your academic advisor stating your program completion date.



- I have obtained Academic Training before:
- Yes
 - No

If yes, provide information on all previous academic training.

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Pre- or Post-completion	Degree

- Have you filed for a waiver of INA 212(e) home residence requirement?
- Yes When? _____
 - No

- Have you been granted a waiver of INA 212(e)?
- Yes
 - No

STUDENT AGREEMENT

I have read and understand the academic training guidelines listed on this form. I agree to abide by all immigration regulations governing the J-1 visa including, but not limited to carrying health insurance and working within my authorized employment. I acknowledge that failure to abide by immigration regulations would lead to the termination of my Exchange Visitor program and may affect my stay in the United States.

Signature: _____ Date: _____

II. ACADEMIC ADVISOR RECOMMENDATION FORM

Dear International Student Advisor:

Mr./Ms. _____, a UTSA J-1 student majoring in _____

wants to engage in the academic training program discussed below.

1. Description of the training program

Location: _____

Job Title: _____

Name and address of training supervisor: _____

Dates of training (to/from): _____

Number of hours per week: _____

2. Goals and objectives of the specific training program:

3. How does the training relate to the student's major field of study?

4. Why is the training an integral or critical part of the academic program of the student?

5. Estimated date of completion of degree program: _____

As the student's academic advisor or dean, I have set forth the nature and details of the academic training program. I approved of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the academic training program that I have described.

Sincerely,

Signature of the Academic Advisor or Dean

Date

Name and Title of the Academic Advisor or Dean (Please print or type.)