

Academic Training: J-1 Exchange Students

Academic training is a term used by the US Department of State to describe work, training, or experience related to a student's major field of study. It may involve sequential or simultaneous activities, either paid or unpaid. There can be one or more training organizations or employers, provided the application process and approval procedures are followed for each internship and that the time limits are not exceeded. Academic Training can be authorized during a program of study, post-completion or a combination of both. It cannot exceed the total amount of time you spend in a full course of study. Nor can it exceed the maximum allowable of 18 months. Immigration regulation states that all academic training is counted and subtracted as full-time even if employment is on a part-time basis.

Eligibility Requirements

The following criteria apply.

You must:

- be in the United States primarily to study.
- apply for Academic Training before your current DS-2019 expires.
- have a training offer before you can apply, Academic Training is training position specific, and the position must be directly related to your major field of study as documented on your DS-2019.
- be in status with immigration, in good academic standing at PSU, and have been registered full-time during your exchange program.
- receive written approval from a Responsible Officer (RO) or Alternate Responsible Officer (ARO) in ISS (International Student Services) for each Academic Training position before beginning any academic training period.

Under no circumstances can you begin Academic Training without advance written authorization.

Important Note Regarding Post Completion Academic Training (*After Studies*)

You must apply for Academic Training before your current DS-2019 expires. You will be issued a new DS-2019 for your Academic Training period, and it will indicate a begin date to be no later than the end of your 30-day grace period, regardless of when your Academic Training begins.

Application Instructions

These items must be submitted before your application will be considered:

- the Academic Training Recommendation Form (on other side) must be completed - both by student and advisor
- be certain that your academic advisor signs the form, otherwise you will have to contact your advisor to obtain a signature
- If the training requires additional time in the United States, you must obtain an extension of your J-1 DS-2019 form from Anne George. **To provide an extension you must show proof of funding of \$1,350 per additional month for living expenses.** The funding can be from the company or your own personal funding, or a combination of company and personal funding.
- obtain a "Letter of Offer" from your prospective training organization

The training organization's "Letter of Offer" *must* include:

- ✓ your position title
- ✓ begin-date of the internship
- ✓ end-date of the internship
- ✓ a specific description of the position
- ✓ total wages (if any) to be paid for the internship
- ✓ if internship is unpaid, please provide proof of personal funding (bank statement) equal to \$1,233 per month
- ✓ training supervisor's name
- ✓ supervisor's phone number

Return your completed application materials to ISSS Reception, 101 East Hall, addressed to Anne George. Feel free to contact Anne regarding any questions you may have. Her contact information is 503.725.4094 or ageorge@pdx.edu.

Academic Training Recommendation Form

STUDENT'S PORTION

Please Print Clearly

Name _____ PSU ID Number _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____ Cell _____

Prior Dates of Authorized Academic Training _____

Company or Organization name _____

Physical location, street address _____ City _____ State _____ Zip _____

Mailing address if different _____ City _____ State _____ Zip _____

Training supervisor's name _____ Supervisor's phone # _____

Position title as stated in training organization's "Letter of Offer" _____

Proposed Begin-date of Academic Training period _____ Proposed End-date of Academic Training period _____

Total wages (if any) to be paid for this academic training period _____

PSU ACADEMIC ADVISOR'S PORTION

Student's Expected Date of Completion of Studies at Portland State University (date) _____

Degree to be Awarded at PSU (BA/S, MA/S, PhD) _____

List the goals and objectives of this academic training position:

Describe training program, and anticipated number of hours per week:

Explain how the internship relates to the student's major field of study:

Explain why this training position is an integral or critical part of the student's academic program:

Academic Advisor or Department Chair's Signature

Printed Name of Signer

Printed Name of Department