This handout is intended for J-1 students on the UConn J Exchange Visitor program. If you are a J-1 student with a DS-2019 issued by an agency or institution other than UConn, you must contact your program sponsor to gain instructions and authorization for Academic Training. See item #2 of your DS-2019 to identify your J-1 program sponsor.

What is Academic Training?
Academic Training is designed to allow J-1 students the opportunity to apply knowledge and skills learned at school to a practical work experience off campus. It includes employment training or practical experience/internship related to your field of study indicated on your DS-2019. Academic Training is available under the following conditions as long as both you and your training employment opportunity meet all eligibility criteria.

Academic Training...
- is available before or after completion of studies (pre-completion vs. post-completion).
  Your actual date of degree completion is not necessarily coincided with the program end date on your DS-2019 or your “graduation” date.
- 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 or post-completion.
- can be used for paid or unpaid internships or jobs as long as they are all related to the student’s field of study.

Approval from your J-1 Responsible Officer (RO)/Alternate Responsible Officer (ARO)
To qualify for “Academic Training” you must first obtain the Academic Training authorization letter, in advance, from a Responsible Officer (RO) or Alternate Responsible Officer (ARO) from the International Student and Scholar Services (ISSS) unit of the Office of Global Programs. This written approval is issued upon process completion of your Academic Training application timely submitted to ISSS. The RO/ARO begins processing your application only when it has all required information and documents.

The Academic Training authorization is employment/internship site specific and date specific. In case you have multiple trainings at the same time, you must obtain multiple authorization letters for each training activities.

Eligibility Criteria
You are eligible for Academic Training if all of the following criteria are met:
- You are in the U.S. primarily for study in a full-time academic program.
- Non-degree, exchange students are eligible for Academic Training if the training is meeting either a UCONN program requirement, or the training is for the degree at the home institution.
- ESL students are not eligible for Academic Training.
- You are in good academic standing.
- You have a specific employment/internship training offer that is directly related to your major field of study at the time of application.
- Your DS-2019 is valid at least for one month into the future when applying for Academic Training. (If your DS-2019 is not valid as indicated, please consult with a RO/ARO at ISSS).
WHEN TO APPLY FOR ACADEMIC TRAINING

Students cannot begin working on Academic Training until they have their Academic Training authorization in hand. Students must submit the application for Academic Training to ISSS BEFORE actual completion of the academic program. The completion date may or may not be the same as the end date on your DS-2019. "Completion" is defined as follows:

- Undergraduates - the last day of final exams of the semester you are graduating
- Graduates – the day degree requirements are fulfilled such as passing final exams or filing a dissertation with the Graduate School
- Study Abroad – the last day of final exams of your last semester in the program

Please be advised that processing time at ISSS is approximately 2 weeks.

LENGTH OF ACADEMIC TRAINING

1. Students who complete a degree program are permitted an overall Academic Training period of cumulative 18 months. This includes any Academic Training, whether before or after completion of studies, paid or unpaid, or full-time or part-time.

However, the total employment/training period may not exceed the amount of time spent in full course of study. 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.

2. Completing more than one degree program at the same time does not increase your Academic Training period.

3. Any pre-completion Academic Training period, regardless of the number of hours worked per week, is deducted from your total allowable Academic Training period when calculating post-completion Academic Training.

Exceptions to the 18-Month Period Limit

There are exceptions to the 18-month time limit, if you meet one or more of the following criteria:

- Your degree program requires a training period longer than 18 months.
- After completing a Ph.D. program, you are eligible for an additional 18 months of post-doctoral training, for a total of 36 months of academic training.
- If your post-completion Academic Training does not start the very next day after your actual program completion date (post-completion Academic Training may be started within 30 days of the program completion date), the time between the program completion date and Academic Training start date will be subtracted from the total 18 months. In other words, your program end date with post-completion Academic Training cannot exceed 18/36 months from the actual program completion date.
- If you are enrolled in a non-degree program (e.g. study abroad, certificate, etc.), your stay in the U.S., including Academic Training, is limited to a total of 24 months. The term of your Academic Training would then be the time period remaining after you complete your non-degree program.

APPLICATION INSTRUCTIONS FOR UConn-Sponsored Students

Submit to ISSS the following documents. It is strongly recommended that you apply for Academic Training at least one month (1) before your intended Academic Training start date if applying for pre-completion Academic Training, OR (2) before your official degree completion date or the end date on your DS-2019, whichever is earlier, if applying for post-completion Academic Training. If applying for post-completion
Academic Training and you fail to submit your application before your degree completion, or before the end date on your Form DS-2019, whichever is earlier, you may become ineligible for Academic Training.

1. Completed "J-1 Academic Training Application Form (IS 217)
2. Formal employment (internship) offer, written on official letterhead from your potential Academic Training employer. The job offer letter from your employer must include:
   a. Your job title
   b. Specific start date and end date and location (address) of training or employment
   c. Number of hours per week, salary and benefits
   d. Name, title, phone #, and email address of your training supervisor
3. Enrollment certification for the entire time at UConn – issued by the Registrar’s Office
4. Proof of funding (e.g. bank statements) to show how you will support yourself during your Academic Training (if your post-completion Academic Training is unpaid). The document must:
   a. meet the living and personal expense figures that UConn requires to issue a DS-2019. Please refer to the information for the most current academic year.
   b. be original and in English
   c. be no more than 4 months old
   d. include a sponsor letter if the bank account holder is other than student him/herself.
5. Completed Section B of "J-1/J-2 Exchange Visitor Medical Insurance Requirements (IS 224)
6. Non-degree, exchange students only: Documentation from your home country academic advisor or academic program that your training/internship will apply toward your home country degree.

If ISSS approves your application, a RO/ARO will issue a new DS-2019 authorizing the Academic Training for the duration you requested. Your employer will be listed on the Academic Training authorization letter accompanying the new DS-2019. The end date on this form is now the end dates of your J-1 program. You must apply for an extension of your Academic Training in a timely manner if you are eligible to and wish to extend your J-1 program beyond that date. The Academic Training extension request requires the same documents listed above.

**TRAVEL ABROAD AND REENTRY**
If you intend to leave the U.S. after you complete your program of study you must obtain Academic Training authorization from ISSS before you leave. If you do not receive this authorization, you may lose your eligibility for Academic Training.

A valid travel signature on your DS-2019 and a valid visa stamp are required to reenter the U.S. while on Academic Training. Consult with your international advisor at ISSS for more information about travel on Academic Training.

**HEALTH INSURANCE REQUIREMENTS**
Students using Academic Training must continue to maintain health insurance that meets the U.S. Department of State requirements for J-1 students and their dependents that are in the U.S. for the entire length of stay, including during Academic Training after completion of your program. Required coverage for students and dependents is as follows:

- $50,000 per accident of illness
- Deductible of no more than $500
- Medical evacuation up to $10,000 and repatriation up to $7,500. Many health plans do not include this required coverage and you need to buy a supplemental coverage to have this coverage if it is the case.

Failure to maintain this insurance requirement constitutes a VIOLATION OF STATUS.
FAILURE TO COMPLY WITH EMPLOYMENT REGULATIONS
Employment without proper authorization is a serious violation of your status. Remember that before you start any kind of employment, you must first consult your J-1 Responsible Officer at ISSS, whose written approval is necessary in advance.

If you have any questions, which relate to this training/employment benefit, please call ISSS to schedule an advisory appointment at (860) 486-3855.