



ACADEMIC TRAINING FOR J-1 STUDENTS

(AT)

***Please note, all ISEP students will see the Responsible Officer in the Center for Global Education (JH212).*

***Other J-1 students will see the Responsible Officer in the International Student Services Office (AU004).*

Nonimmigrant J-1 students, whether degree seeking or non-degree seeking are eligible for Academic Training. Academic Training is work, training, or experience related to a student's field of study. Academic training may involve sequential or simultaneous activities, either paid or unpaid, with several employers, US or foreign, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded. Academic training is permitted at any stage of a student's program, while the student is enrolled in school or after completion of the program.

Eligibility requirements for Academic Training:

1. The student must be in the US primarily to study rather than engage in Academic Training
2. Academic training must be done with a specific employer or training site and be directly related to the major field of study listed on the Form DS-2019.
3. The student must be in good academic standing
4. The student must receive written approval in advance from the RO/ARO for the duration and type of academic training.

Time limitations of Academic Training:

Non-degree students are only eligible for academic training for the amount of time that they studied in the United States, never more than 18 months of Academic Training can be given. The student is not eligible for more than 24 months in J-1 non-degree status (24 months includes time studied and time in Academic Training). For example, if your time of study is one semester (approximately 4 months), your time in Academic Training cannot exceed four months.

Documents needed to authorize Academic Training:

1. A **letter from your employer** with a brief description of the employment stating the goals and objectives, the beginning and ending dates of the employment and the name and address of your supervisor.
2. **Request for J-1 Academic Training Authorization** (page 2 of this document) completed by student.
3. An **AT recommendation form** (page 3 of this document) completed by your academic advisor
4. A **written confirmation from your home school** in your country that the Academic Training is approved by them.
5. **Proof of financial support** (approximately \$750 per month). This can be in the form of the pay you will receive for your internship, or bank statements stating you have sufficient funds for your internship period.

Procedure:

1. Contact the Office of International Student Services (non-ISEP Students) or the Center for Global Education (ISEP Students) to submit your letter from your employer and your AT recommendation form and request form. Please submit all documentation at least **two weeks** before you plan to begin your training experience
2. One of the Responsible Officers will review your materials and decide whether the academic training can be granted.
3. If the training is approved, the Responsible Officer will write a letter authorizing the specific academic training and contact you to receive the letter.

Note: You must go through the proper procedure of AT authorization prior to your internship start date.

REQUEST FOR J-1 ACADEMIC TRAINING AUTHORIZATION

TO BE COMPLETED BY J-1 STUDENT

Name: _____ Date: _____

Home Institution: _____

Signature: _____

A. I have already participated in J-1 Academic Training as indicated:

<i>From (month/day/year)</i>	<i>To (month/day/year)</i>	<i>Total Time in months</i>

B. Dates now requested for Academic Training:

<i>From (month/day/year)</i>	<i>To (month/day/year)</i>	<i>Total Time in months</i>

C. Mailing Address during Academic Training:

D. The goals and objectives of this training are _____

E. The training relates to my major field of study and is a critical part of my academic program because _____



**BUTLER
UNIVERSITY**

**Division of Student Affairs
International Student Services**

4600 Sunset Avenue
Indianapolis, Indiana 46208-3485
(317) 940-9888
Fax: (317) 940-6421

J-1 STUDENT ACADEMIC TRAINING RECOMMENDATION

To Be Completed By Academic Advisor
Please review handout, "Academic Training for J-1 Students".

TO: Office of International Student Services, Atherton Union 004 or
Center for Global Education, Jordan Hall 212

FROM: _____
Print Name of Faculty Title

DATE: _____

RE: _____
Student's Family Name Student's First Name

I have met with the student listed above and recommend that Academic Training at
(please print name and complete address of employer)

be authorized from ____/____/____ **to** ____/____/____ *(time cannot exceed number*
of months student studied full time) **for** _____ **hours per week**

The goals and objectives of this training are _____

This training relates to the student's major field of study and is a critical part of the academic
program because _____

Faculty Signature: _____ **Date:** ____/____/____

Department: _____

OFFICE USE ONLY: AT Authorized by _____ on ____/____/____ (letter attached)