



### General Information:

Academic Training is a temporary employment benefit extended to J-1 students. Its purpose is to give students the opportunity to gain experience in a field directly related to their course of study. Students sponsored by UCF must request and obtain academic training authorization before beginning employment. Students sponsored by institutions other than UCF (e.g. Fulbright) will need to request authorization directly from sponsor listed on their DS-2019.

### Time Limitations and Different Ways to Use Academic Training:

- Undergraduate and graduate level students are eligible to obtain academic training for a maximum period of 18 months or up to the length of the course of study, whichever is less.
- Doctoral graduates in a post-doctoral research position may be eligible for an extension of 18 additional months. An extension request will have to be submitted and approved prior to the DS-2019 end date.
- Exchange students in a study abroad program are also eligible for academic training up to the 18-month maximum or duration of program, whichever is less.
- Students may engage in academic training part-time or full-time while students are pursuing a course of study (pre-completion) or after students complete a degree (post completion).
- The number of days employed in part-time work are counted as full-time towards the total period allowed.
- The total period of academic training is inclusive of any prior academic training done in the U.S. under J-1 status. Thus, earning more than one degree does not increase periods of academic training.

### Eligibility Requirements:

- Employment must be directly related to the student's field of study.
- Students have to be in good academic standing and have maintained their immigration status.
- Employment may be paid or unpaid.
- J-1 students and their dependents must continue to carry adequate health insurance during periods of academic training. If requesting academic training after completion of studies, please speak to a J immigration advisor regarding alternate required coverage.

### How to Request Academic Training:

1. **Obtain employment offer letter on official letterhead.** Letter must include the following:
  - Employer name and address. Please also include job site address if different from employer address
  - Dates of employment (must include begin and end date)
  - Number of work hours per week
  - Salary information
  - Job title
  - Description of duties (duties have to be detailed enough to determine if work is related to field of study)
  - Supervisor's complete name and contact information
2. **Obtain approval from UCF academic advisor or study abroad advisor (if exchange student).** Page 2 of this form has to be completed by the advisor recommending academic training.
3. **Schedule an appointment with a J immigration advisor at the International Services Center.** Students must bring to the appointment a completed Academic Training Authorization Request Form and the original employer letter. The advisor will review request and determine eligibility for academic training.

**Note:** If academic training is authorized, **students may only work for the approved employer and within the dates authorized.** Students that want to work for multiple employers, change positions or change employers must repeat the above mentioned steps. Authorization must be received before beginning any employment.

### Authorization Request Deadlines:

Continuing students may submit completed requests and obtain approval anytime before the scheduled start date of employment. Graduating students must do the same before 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. Students uncertain of their program completion date are recommended to contact a J international advisor at ISC.

**University of Central Florida—International Services Center**

**Academic Training Authorization Request Form — J-1 Students**

**I. Student Section:**

**Personal Information**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Email \_\_\_\_\_  
UCF ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Type of Academic Training Request (please check one)**

- Pre-completion of studies academic training  18-month extension (for post-doctoral researchers only)  
 Post-completion of studies academic training

**Academic Information**

Education Level:  Bachelor  Master  Specialist  Doctoral  
Major: \_\_\_\_\_ College: \_\_\_\_\_  
Program Completion Date (month/year): \_\_\_\_\_  
DS-2019 Start Date: \_\_\_\_\_ DS-2019 End Date: \_\_\_\_\_  
Previous Academic Training Used as a J-1 Student (provide total number of months): \_\_\_\_\_

**Student Agreement**

- I have read and understand the Academic Training Guidelines listed on page one of 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 the limitations of my authorized employment.

Signature: \_\_\_\_\_

**II. Academic Advisor Recommendation Section**

All sections below must be completed by the student's academic or study abroad advisor.

**Student's Academic Training Information**

Name of Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_  
Brief Description of Goals and Objectives for the Academic Training Program: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of How Academic Training Program Relates to Student's Field of Study: \_\_\_\_\_  
\_\_\_\_\_

- I confirm the above mentioned student is in good academic standing and attest the requested academic training is an integral or critical part of the student's academic program.

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ UCF phone ext.: \_\_\_\_\_