

**Auburn University**  
**International Student and Scholar Services**

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<http://www.auburn.edu/academic/international/iss/>

## **Academic Training (AT) Application**

### **Description**

Academic Training (AT) 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, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded. Academic Training is a Department of State benefit available to students who are in J-1 status, who meet the eligibility requirements and who have received approval by International Student and Scholar Services (ISSS).

### **Eligibility**

A student may be authorized to participate in an academic training program during his or her studies or commencing no later than 30 days after completion of his or her studies, if the criteria, time limitations, procedures, and evaluations listed below are met:

1. The student is primarily in the U.S. to study rather than engage in Academic Training.
2. The student is participating in Academic Training that is directly related to his or her major field of study.
3. The student is in good academic standing.
4. The student must have a job offer at the time the Academic Training Application is submitted to ISSS.
5. The student must have written approval of AT from ISSS in advance of the end date of their current DS-2019.

### **Duration**

A student can participate in Academic Training as follows:

1. Undergraduate and Pre-Doctoral Students - Students in degree programs are permitted an overall limit of 18 months, whether before or after completion of studies. The total training period may not exceed the period of study, meaning that if the period of study is less than 18 months, Academic Training would be limited to the lesser duration.
2. Post-Doctoral Training - Students who have earned their doctorate can participate in Academic Training initially for a period of 18 months. After the first 18 months of Academic Training are complete, there is a possibility of an extension of 18 months for a total of 36 months.
3. Non-Degree Students - Non-degree programs students are limited to a total stay of 24 months, inclusive of all study time and any authorized academic training.

### **Academic Training Hours Requirement**

1. Pre-completion of studies (must be enrolled as a full-time student) – students are allowed to work **up to** 20 hours per week.
2. Post-completion of studies (AT starts within 30 calendar days following graduation date) – no limitation on training hours per week.

**Please note:** All academic training is counted as full-time, even if employment is on a part-time basis, meaning part-time academic training deducted at full-time rate.

### **Process**

1. Complete the Academic Training Application with your Major Professor/Academic Advisor.
2. Once the application is complete, submit the completed application along with your employer offer letter and the additional documents listed in Part 4, Page 4.
3. If your request is approved, you will receive an email from your ISSS Advisor with additional information.

### **Maintaining Status**

While on Academic Training, your SEVIS record is still maintained by Auburn University. You are also required to maintain a valid J-1 status while on Academic Training. This can be accomplished by following the information below:

1. Report any change of address to ISSS within 10 days of the change.
2. Report any change in employer, job title, pay status (i.e. change from unpaid to paid), and number of work hours per week.
3. Must maintain health insurance coverage throughout the entire period of Academic Training.
4. Must request Travel Authorization prior to traveling outside the U.S. while on Academic Training. You can access the Travel Request Form at this website:

[http://www.auburn.edu/academic/international/docs/Travel\\_Request\\_Form.pdf](http://www.auburn.edu/academic/international/docs/Travel_Request_Form.pdf)

### **Extending Academic Training**

If you need to apply for an Academic Training extension and are eligible (see "Duration" section), you must request the extension at least 30 days prior to your current DS-2019 end date. Please follow the processes below to request your extension:

1. If there is no change in your employer or job title, please submit an updated letter from your employer to ISSS, which includes your new employment dates.
2. If you are extending and there will be a change in your employer or job title, you must submit a new Academic Training Application to ISSS.

### **International Student Fee**

For J-1 students (degree seeking and non-degree seeking) applying for Academic Training, the OIP International Student Fee will be charged to cover each semester the training will be undertaken (\$130 per semester). The OIP International Student Fee for one semester (\$130) will be applied to academic training periods of six months or less. Post-doctoral students who are approved for 18 months (or 5 semesters) of Academic Training will be charged an OIP International Student Fee in the amount of \$650. The OIP International Student Fee will be collected by check **at the time of application**.

### **Evaluation**

As per the U.S. Department of State Regulations, all J-1 student are participating in Academic Training are required to complete an evaluation of the training. ISSS will send you a J-1 Academic Training Evaluation Form towards the end of your training for you to complete.

**Academic Training (AT) Application Form  
International Student and Scholar Services  
Auburn University**

**Step 1: J-1 Student**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Email: \_\_\_\_\_

J-1 Category:  Student Bachelors  Student Masters  Student Doctorate  Student Non-Degree

Current Degree Program Status:

I have completed all course requirements for my degree and I will graduate on \_\_\_\_\_.

I have not yet completed all course requirements for my degree.

Academic Training Requested:

Pre-completion of studies (must be enrolled as a full-time student, AT may be authorized up to 20 hours per week during classes or full-time during the vacation periods)

Undergrad and pre-doctoral studies (18 months maximum)

Post-doctoral (maximum of 18 months at a time; may extend up to 36 month limit)

Mandatory (required by program of studies; includes internship and co-op)

Previous Academic Training Authorization:

I have not been authorized for any previous Academic Training

I have been authorized for \_\_\_ months of Academic Training prior to submitting this application (provide copies of ALL previous DS-2019(s) with AT segment(s)).

By signing below, I acknowledge that I have read the Academic Training instructions and understand the rules and regulations pertinent to Academic Training.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: Major Professor/Academic Advisor**

Academic Training is authorization for employment (paid or unpaid, on or off campus) directly related to a student's major area of study. ISSS facilitates the application process and final authorization. Per federal regulations, please briefly answer the questions below regarding the student's Academic Training experience:

Name of Academic Training Company or Organization: \_\_\_\_\_

Physical Address of Academic Training Site (the actual site you will be conducting your AT, e.g. branch address, etc.): \_\_\_\_\_

Name of Academic Training Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Training Begin Date: \_\_\_\_\_ Academic Training End Date: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_

Goals and objectives of the specific training program: \_\_\_\_\_

\_\_\_\_\_

How does the training relate to the student's major field of study? \_\_\_\_\_

How is the training an integral part of the student's academic program? \_\_\_\_\_

Printed Name Major Professor/Academic Advisor: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Step 3: Letter from Employer

Attach a letter from your employer (hardcopy or electronic copy), written on company letterhead, with a signature, and contains the following information:

- Student's name
- Job title
- Company name and address
- Start and end dates of employment
- Rate of pay
- Work hours per week
- Description of work to be performed

### Step 4: Additional Documents

The following documents will also need to be submitted **with** your Academic Training application:

- Copy of all previous DS-2019s with AT segments, if there is any
- Copy of most recent passport page(s) showing your picture, biographical information and expiration date
- Copy of most recent I-94
- A check for International Student Fee pay to the order to "Auburn University. International Student Fee for one semester is \$130.00. For example, a J-1 student shall make a check of \$390.00 when requesting a 12-month Academic Training.
- If Academic Training is unpaid, you must provide additional proof of funding showing you will have adequate financial support throughout your Academic Training period. The minimum support for the primary J-1 student is \$1,450 per month, plus \$350 per month for a spouse and \$300 per child, per month.