

Academic training (AT) is designed to allow J-1 students the opportunity to apply knowledge gained in the classroom to a practical work experience off-campus. It is available as full- or part-time employment to those in both degree and non-degree programs. Academic training can be paid or unpaid, and can be used before or after the completion of the academic program.

To be eligible for academic training, you must meet the following conditions:

1. Be in valid J-1 status and in good academic standing at the school named on your Form DS-2019;
2. Academic training must be done with a specific employer/training site;
3. The proposed employment must be directly related to your major field of study;
4. Written approval must be obtained in advance for the duration of academic training; and
5. If your post-completion academic training will be unpaid, you must prove you have adequate financial support for yourself and J-2 dependents (if any).

The duration of academic training depends on the type and duration of your academic program. However, (1) under any circumstances, the duration of academic training may not exceed the length of the academic program; (2) part-time and full-time academic training are counted the same in regards to the total time allowed. Part-time academic training is not counted at half the rate of full-time; (3) academic training used before completion of the academic program is deducted from the total time available. Specific time limits for AT include:

- Non-degree students: 24 months, including both study and academic training time.
- Degree students: Normally limited to a maximum of 18 months.
- Ph.D. students: May be available for 36 months for "postdoctoral training" positions.

Part I. Student Information

1. Student Name _____ 2. CUID: _____ 3. SEVIS ID: N _____
 4. Degree _____ 5. Major _____ 6. Expected Date of Completion of Studies _____

Part II. Past Employment Information

7. List All Periods of Previous Authorized Employment for Academic Training at your current academic level (if applicable).

Academic Training Company Name and Address	From (Date)	To (Date)

Part III. Academic Training Summary

8. Job Title _____ 9. Name of Company _____
 10. Address of Company _____
 11. Number of hours per week _____ 12. Proposed AT Start Date _____ End Date _____
 13. Objectives of AT – Please explain how this academic training opportunity is related to your course of study and level of education.

Part IV. Signature of Academic Advisor/Department Chair/Graduate Coordinator

14. As an Academic Adviser, chair, or graduate coordinator, I have set forth the nature and details of the academic training program. I confirm that the amount of time requested is necessary to complete the goals and objectives of the AT. I recommend that you authorize this student to participate in the J-1 Academic Training program described above.

Name of Academic Advisor/Chair/Coordinator _____ Signature _____ Date _____

Part V. Instructions

Submit the following documents to International Services either in office or over email, is@clemsun.edu:

1. Completed and signed Form IS-240;
2. Copy of the signed job offer letter printed on the company’s official letterhead. The letter should include the following information:
 - a. Job title;
 - b. Dates of employment;
 - c. Address of actual employment location;
 - d. Number of work hours per week (and salary, if any); and
 - e. 3-4 major duties that you will perform.
3. Copies of your current and previous DS-2019(s);
4. If the job is unpaid, financial support documents providing enough funding for the duration of extension.
5. Copies of passport pages (biographical data, photo, and expiration date) and Copy of your current I-94 card (front and back);
6. Completed and signed [Form IS-206](#), along with a copy of up-to-date health insurance card and relevant paperwork; and
7. Copy of all previously-issued Academic Training authorization letter(s) for your current academic level, if any.