

CCA J-1 Academic Training Information Sheet

Academic Training (AT) is a type of off-campus work authorization within a student's field of study available to J-1 students. Within certain time limits, it is available before completion of your program of study as well as afterwards.

Academic Training is approved by ISAP and your J-1 SEVIS record will be updated to reflect the work authorization approval. A new DS-2019 form will be issued to document AT approval. **Please note : J-1 students do not have work authorization and cannot begin working until AT has been approved and entered into your SEVIS record.**

Please contact ISAP (isap@cca.edu) with any questions.

ELIGIBILITY:

1. Your primary purpose in the United States must be to study rather than Academic Training.
2. You must be in good academic standing.
3. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your AT period.
4. Can be used for paid or unpaid internships or jobs.

REQUIREMENTS / LIMITATIONS:

For all AT, employment must be directly related to your major field of study as stated on your DS-2019 form.

Pre-Completion AT (prior to degree completion at CCA):

- Before completion of degree, work hours on AT can be part-time or full time but all AT is reported as full time in SEVIS.
- Any AT time used during your program (pre-completion AT) will be deducted from AT available after completion of your program.

Post Completion AT (approaching end of degree requirements at CCA):

- Post Completion Academic Training **MUST** be applied for and approved prior to the end of the student's program on the DS-2019. You must have a job offer in hand BEFORE the completion of study. If you know that you are interested in AT, let the ISAP office know no later than one week before the end date on your current DS-2019 form.
- Post Completion AT employment must begin within 30 days of program completion date on the DS-2019 form.
- You may not leave the U.S. and return for the sole purpose of doing academic training. Once you leave the U.S, you forfeit the ability to apply for AT.

Time limitations:

As listed in Immigration policy 22 CFR 62.23(f)(4), J-1 students at the bachelors or masters level are limited to 18 months of AT in total, but also not to exceed the time you have been in J-1 status in the US. The regulation is stated as:

(4) Time limitations. The student is authorized to participate in academic training for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time for academic training:

(i) Is approved by the academic dean or advisor and approved by the responsible officer;

(ii) For undergraduate and pre-doctoral training, does not exceed 18 months, inclusive of any prior academic training in the United States, or the period of full course of study in the United States, whichever is less; except that additional time for academic training is allowed to the extent necessary for the exchange visitor to satisfy the mandatory requirements of his or her degree program in the United States.

Please check with the ISAP office to determine how much AT time you are eligible for based on your time in J-1 status.

HOW TO APPLY FOR ACADEMIC TRAINING

Gather the following materials and submit them to the ISAP office for review. Please allow 2-4 business days for processing:

Letter of Offer from Employer including the following information:

Name of Supervisor
Site of Academic Training (Place name)
Site of Academic Training Address
Number of Hours Per Week
Training Begin Date
Training End Date
Objectives

Letter of Support from Academic Department confirming that employment is related to your degree program. The letter must include the following details:

- (A) The goals and objectives of the specific academic training program;
- (B) A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
- (C) How the academic training relates to the student's major field of study; and
- (D) Why it is an integral or critical part of the academic program of the student.

Proof of Funds (if post completion academic training is not a paid position)