

Academic Training Application Procedure

Eligibility Requirements

- ✓ You must be in the U.S. primarily to study rather than engage in Academic Training.
- ✓ Academic Training must be done with a specific employer or training site, and be directly related to the major field of study listed on your Form DS-2019.
- ✓ You must be in good academic standing.
- ✓ You must receive written approval and an updated DS-2019 in advance from the Immigration Coordinator for the duration and type of academic training.
- ✓ If your position will be unpaid, you must provide proof of financial support for the period of training.

Non-UWM J-1 Sponsor

Authorization for Academic Training must be obtained from the program sponsor if the sponsor is not UWM.

Time Limitations

- Degree Programs:
Students in degree programs are permitted an overall limit of 18 months, which includes all Academic Training, whether before or after completion of studies. The total training period may not exceed the amount of time spent in the full course of study.
- Postdoctoral Training:
For Postdoctoral Training after completion of a U.S. degree the overall limit is 36 months. However, only 18 months can be granted at one time.
- Non-degree Program:
For students in a non-degree program, the total stay is limited to a total of 24 months; including all study time plus any authorized academic training.

All academic training is counted as full-time, even if employment is on a part-time basis.

Application Procedures

- Obtain a letter of offer from your prospective employer. It must include **all** of the information outlined in the example on the reverse of this handout.
- Obtain a letter of recommendation from your academic dean or advisor. The letter must include the following specified by the regulations:
 - The goals and objectives of the specific training program.
 - A description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training.
 - How the training relates to your major field of study.
 - Why the training is an integral or critical part of your academic program.
- Make an appointment with an Immigration Coordinator in ISSS. Bring the following items with you: The employer's letter.
 - The recommendation letter of your academic advisor or dean.
 - Your passport, I-94 card, and current DS-2019.

Please note: The Immigration Coordinator will determine if you qualify for Academic Training, according to regulations. If the training is approved, the Immigration Coordinator will write a letter of approval, update SEVIS, and issue a DS-2019 with Academic Training notation. If your DS-2019 will expire during the time of your authorized academic training, you must request a new DS-2019 **prior to the expiration of your current DS-2019**.