

J-1 Academic Training Request Form

Please submit this application along with an employment offer letter at least five business days prior to the expiration date on your DS-2019. An incomplete application will result in a denial of requested Academic Training.

To request Academic Training authorization, you must submit the following documents to the International Student Services office:

- A completed Academic Training Request Form
- An employment offer letter: this letter should be on letterhead and include employer's name and address, your job title and small job description, dates of employment, hours per week, your supervisor's name/title/email and phone, and salary
- If your position is non-salaried, you will have to provide proof of finances that covers your and your dependents' living expenses for the period of your Academic Training
- Proof of health insurance for the period of your Academic Training for you and all J-2 dependents

Student Information:

Last name:		First name:	
Phone number:		DS-2019 end date:	
SEVIS number:	USC ID number:	Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	
Major:			
Which type of Academic Training are you applying for: <input type="checkbox"/> Pre-completion (You will NOT be finished with your academic program before your Academic Training start date) <input type="checkbox"/> Post-completion (You will be finished with your academic program by your Academic Training start date)			

Agreement

Please initial next to each comment

_____ I am responsible for reporting any changes in my employment to the International Student Services office.

_____ This Academic Training authorization is valid only for this specific position. If I attain another Academic Training position, I must submit this form again. I cannot start working with an employer before being authorized.

_____ I will be responsible for completing an evaluation of my Academic Training experience.

_____ I will update any address changes through my.sc.edu during pre-completion and the Post Completion Academic Training Update form for post-completion.

_____ I am responsible for having health insurance that fully meets the J-1 requirements for me and for my dependents during my Academic Training period. I will be asked to provide proof of insurance.

Name of health insurance provider (J-1):	Name of health insurance provider (J-2): <input type="checkbox"/> <i>I do not have J-2 dependents</i>
By signing below, I certify that all information is true and correct to the best of my knowledge.	
Signature:	Date:

Employment Information (this information must match the information on your offer letter):

Employer's (Company) name:		Job title:	
Employer's (Company) Address:		Street Address Address Line 2	
		City, State, Zip Code	
Is this the address also the physical location of your work? <input type="checkbox"/> Yes <input type="checkbox"/> No- Please fill out the physical site of activity below			
Supervisor's first and last name:		Supervisor's title:	
Supervisor's email address:		Supervisor's phone number:	
Physical site of activity address (if different from employer's address):		Start date:	
Street Address Address Line 2		End date:	
City, State, Zip Code		Hours per week:	
Compensation:			
Only Post-Completion: <i>If position is unpaid, you must provide proof of finances that covers your and your dependents' living expenses.</i>			

Academic Advisor Recommendation: This section must be completed with your Academic Advisor

Please list the academic goals and objectives of the student's Academic Training experience:		
How does this Academic Training experience directly relate to the student's field of study?		
Why is this Academic Training experience an integral part of the student's academic program?		
<input type="checkbox"/> I confirm that I have reviewed the offer letter for this Academic Training authorization. <input type="checkbox"/> For post-completion only: I confirm that the student will have completed all degree or program requirements by the start of the Academic Training.		
Advisor Name:	Title:	Department:
Signature	Date:	Advisor's email address:

J-1 Academic Training: Frequently asked questions

When should I apply for Academic Training?

You must apply for Academic Training at least five business days before the start date of your employment or at least five business days before the end date of your DS-2019 if applying for post-completion Academic Training.

Can I start working, and then be authorized?

No, you cannot begin any work (including training for the position) until you are authorized by our office. Failure to follow this will put you at risk with your immigration record.

Does my authorization work for all future possible Academic Training employments?

No, Academic Training is specific to the position that you list in the application and on the attached employment offer letter when applying for the authorization. If you receive any other offers, you will have to be authorized for those separately.

How many Academic Training positions can I hold?

You may hold multiple Academic Training positions. If on pre-completion Academic Training, your number of hours cannot go over 20 hours/week during the fall and spring semester, inclusive of any on-campus work. If you are on z-status and full time exempt, you may work up to 40 hours/week. During breaks and summers, you may work up to 40 hours/week.

If on post-completion Academic Training, can I be unemployed for a period of time?

You cannot be unemployed while on post-completion Academic Training. If you are coming to the end of your Academic Training, you will either have to apply for an extension while employed with the same employer, or attain another Academic Training position. Any re-authorizations or new authorizations must be submitted at least five business days before the end of your DS-2019.

What if I am on post-completion Academic Training and I lose my position?

You must inform International Student Services immediately of any changes in employment. Please contact an ISS Advisor and we will discuss your situation.

What are the J-1/J-2 requirements for health insurance?

Program participants and their dependents are required to have medical insurance coverage with the following minimum benefits:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.

Bachelor's Masters PhD Post-completion: How long can I be authorized for at a time?

For Bachelor's and Master's students- Depending on your offer letter, you will be authorized for either 18 months or until the end date of your employment, whichever comes first.

For PhD students: You will be authorized for 18 months or 36 months, depending on your offer letter. If you are authorized for 18 months, you will have an opportunity to extend this authorization for another 18 months.

*** Length of authorization will also depend on the number of months already used in a previous Academic Training experience.

Will I be completing an evaluation of my Academic Training experience?

Yes- there will be an evaluation of your Academic Training experience. You will submit an evaluation form to the Sponsored Student Coordinator at the midpoint of your Academic Training experience. The form will be made available to you by the Sponsored Student Coordinator.