



J-1 Academic Training Eligibility & Application Process

Academic Training is designed to provide international students in J-1 visa status with opportunities for training/employment directly related to their field of study and original educational objective. Such training may include internships, practicums, cooperative educational programs during their period of study. Academic Training may also include internships, training, or employment after their period of study. Students will maintain their J-1 visa status while on Academic Training since it is considered part of the program of study.

The sponsor (who issued the Form DS-2019) is the only party authorized to grant permission for Academic Training to a student with a J-1 visa. The procedures described here apply to students sponsored under the University of Wyoming J-1 Exchange Program designation. Students whose Form DS-2019 was issued by someone other than UW must consult with their sponsor for Academic Training processes and approval.

ELIGIBILITY REQUIREMENTS

1. Academic training must be directly related to the major field of study listed on the Form DS-2019 (or major at home institution for exchange and study abroad students);
2. Must be in good academic standing at UW;
3. Students in a non-degree student category may only participate in Academic Training if their home institution requires an internship (exchange and study abroad students);
4. Academic Training must begin no later than thirty (30) days after the last day of the semester for students participating after study completion/graduation.

NUMBER OF TRAINING HOURS ALLOWED ON ACADEMIC TRAINING

- Students participating in Academic Training during their period of study may not participate in more than 20 hours of training/employment per week during the fall and spring academic semesters.
- Students may participate in more than 20 hours of training per week during official UW vacation periods (summer, winter, and spring breaks) as determined by ISS.
- Students may participate in as many hours as desired while on Academic Training after graduation or completion of period of study. There is no limit set by J-1 regulations.

REQUIREMENTS WHILE ON ACADEMIC TRAINING

1. Maintain active J-1 status and apply for DS-2019 and Academic Training extensions as necessary;
2. Maintain health insurance coverage as required by Department of State for yourself and any J-2 dependents through the end date on the DS-2019 (end of Academic Training if after graduation/study completion);
3. Provide current address, phone, email, and employment information to ISS;
4. Notify ISS if you decide to end Academic Training and leave the U.S. before the Academic Training end date requested.

EXTENSIONS OF THE DS-2019 & ACADEMIC TRAINING PERIOD

If the completion date noted on the Form DS-2019 will expire at any time during the student's "Academic Training" period, student must submit documentation for extension *at least* 15 days before the date of expiration.

AUTHORIZATION PERIOD

Students in the Student Bachelor's, Student Master's, or Student Non-degree category on their Form DS-2019 – For Academic Training (AT) during or after period of study:

- AT is authorized for no more than 12 months at a time for a specific training activity during period of study;
- AT end date must be on or before the end date on the DS-2019 but can be extended if the DS-2019 is extended in the future;
- Total amount of AT cannot exceed the total amount of time in J-1 status as indicated on the Form DS-2019, but no more than 18 months total;
- Total amount of AT includes training done during the course of study and after study completion/graduation.

Students in the Student Doctorate category on their Form DS-2019 who Graduate from UW - for Academic Training (AT) training after graduation:

- 36-month maximum for post doctoral training. Up to 36 months of academic training can be granted for academic training done at the post doctoral level, inclusive of all prior academic training done at that or lower levels of study.
- AT is authorized for no more than 18 months as a time (after graduation) and student is responsible for contacting ISS to extend the DS-2019 and AT at least 15 days before the end date. Extension cannot be done after the DS-2019 end date.

Note: All academic training is counted as full-time, even if employment is on a part-time basis. Therefore, part-time academic training is deducted at the full-time rate.

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APPLICATION PROCESS

For Academic Training during study or after graduation:

1. Review the J-1 Academic Training Eligibility & Information on the ISS website and ask any questions prior to submitting your application materials;
2. Scan and save a .pdf or .jpeg of your current passport, most recent J-1 visa, most recent I-94 (card in your passport or printout from the CBP website), and current DS-2019. You will upload these into the application survey online;
3. Academic Advisor's Recommendation – Advisor at UW if degree-seeking at UW, or advisor at your home institution if you are on an exchange/study abroad program at UW, must write the letter including all required information (see sample letter on the ISS website). Letter must be on department letterhead and signed by your advisor but may be emailed to you for submission with your application. Save this letter as a .pdf to upload in the application survey online;
4. Employer's Offer Letter – Your internship/employment supervisor must training offer including all required information (see sample letter on the ISS website). Letter must be on company letterhead and signed, but can be emailed to you for submission with your application. Save this letter as a .pdf to upload in the application survey online.

After you have gathered the documents above:

1. Complete the [J-1 Employment/Academic Training Request survey](#) on the ISS website. You will be asked to upload the documents listed above. Documents must be saved as .pdf or .jpeg files for upload.
2. Wait for ISS response BEFORE you begin working. Please allow at least one week for ISS to review your documents and respond to you.
3. Once your employment/training is approved, ISS will ask you to pick up your updated DS-2019 and employment authorization letter to present to Human Resources.
4. DO NOT begin working on or off campus until you have received the documents from ISS.

You can also access the J-1 Employment/Academic Training Request survey here:

