



The University of Pittsburgh  
Office of International Services

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## J-1 Academic Training Instructions

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Academic Training (AT) is work, training, or experience, on a part-time or full-time basis, related to a J-1 student's field of study. Appropriate activities vary over disciplines. A student in J-1 status may participate in AT prior to completion of his/her program of study or following completion of the program of study.

For Academic Training *prior to* completion of your degree, you must apply for, and be granted, permission to engage in Academic Training *before* you begin employment. For Academic Training *after* completion of your degree requirements, you must apply no later than 30 days after the completion of your degree requirements. **You may not engage in Academic Training until OIS has formally granted you permission.**

Undergraduate and Pre-doctoral students are limited to up to 18 months of Academic Training, or the period of time in which they were engaged in their program of study, whichever is less. For example, a student in an 11-month program would be limited to 11 months of Academic Training. A student in a two-year program would be limited to 18 months of Academic Training.

Post-doctoral students are eligible for up to thirty-six (36) months of Academic Training, which can be granted in 18-month intervals.

### **Application Procedure**

To apply for Academic Training, you must submit the following to the Office of International Services (OIS):

- A job offer letter from your prospective employer, which includes (1) a description of the position, (2) the dates of employment (starting and ending), (3) number of hours per week, (4) amount of financial compensation, and (5) the location of the employment
- A letter from your Academic Advisor (1) explaining how the proposed Academic Training relates to your major field of study and why it is an integral or critical part of your academic program, (2) setting forth the goals and objectives of your Academic Training program, (3) describing your Academic Training program, including the location of the training, the name and address of your training supervisor, the number of hours per week you will work and the dates of the training period, and (4) indicating the date you have completed, or will complete, all degree requirements and the degree you will receive (**NOTE**: The completion date is not the date of the graduation ceremony, but the date the requirements for the program have been satisfied.)
- Photocopies of all Forms DS-2019 or Forms IAP-66 issued during your period of stay in the United States, your passport, and both sides of your Form I-94 Arrival/Departure Record.

These items must be submitted to the Responsible Officer (RO) or Alternate Responsible Officer (ARO) for the University of Pittsburgh's Exchange Visitor Program in the Office of International Services (OIS). Upon receipt, the RO/ARO will review the documentation and determine eligibility. If the student is eligible, the RO/ARO will authorize the Academic Training by writing a formal letter of employment authorization and, if required, issue a new Form DS-2019 to reflect the training period.

Please note that upon completion of this Academic Training, your academic advisor is required to prepare an evaluation of your academic training. This evaluation must assess the effectiveness and appropriateness of the Academic Training in achieving the stated goals and objectives.

If you have any questions or need additional information, please contact OIS at 412.624.7120 to arrange an appointment with an Advisor.