



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

Academic Training (AT) Information

Academic Training (AT) is work, training, or experience, on a part-time or full-time basis, that is directly related to a J-1 student's field of study. J-1 students may participate in AT before or following completion of the program of study. If the J-1 program sponsor is not the University of Pittsburgh, please consult that agency for instructions regarding Academic Training.

- *Undergraduate and Pre-doctoral* students can apply for up to 18 months of AT, or the period of time in which they were engaged in their program of study, whichever is less:
 - A student in an 11-month program is limited to 11 months of AT.
 - A student in a two-year program is limited to 18 months of AT.
- *Post-doctoral* students are eligible for up to 36 months of AT, which can be granted in 18-month intervals.

For AT *before* your academic program ends, you must apply for, and be granted, permission to engage in AT *before* you begin employment. **You may not engage in Academic Training until OIS has formally granted you permission.**

For AT *after* your academic program ends, you must:

- Receive authorization from OIS before your DS-2019 end date, and;
- Begin your internship/position within 30 days of your DS-2019 end date.

Eligibility Criteria

To apply for AT, you must:

- Be in good academic standing
- Have a paid or unpaid job/internship offer for a position that is:
 - directly related to your field of study
 - integral or critical to your academic program
 - predominantly in-person (e.g. two days out of five). No more than 40% remote.
- Obtain an offer letter from the internship site that contains the following details:
 - position description
 - start and end dates
 - number of hours per week
 - amount of financial compensation, if any, and;
 - employment address.
- Obtain a letter from your academic dean or advisor that contains the following information:
 - explanation how the experience is directly related to your program of study, and why it is an integral, or critical, part of your academic program
 - your goals and objectives for the internship
 - date that you have completed, or will complete, all course requirements
 - internship details:
 - the location of the training
 - name and address of the training supervisor
 - number of hours per week you will work
 - start and end dates of the training period

Additional Information and How to Apply

- Submit your Academic Training request via My OIS (my.ois.pitt.edu).
- You must maintain [health insurance](#) that meets the J-1 visa requirements while on AT.

If you have reviewed the Academic Training e-forms in My OIS, and you still have questions, please contact your [Immigration Specialist](#) to discuss.