ACADEMIC TRAINING
ACADEMIC TRAINING (AT)

• This presentation provides an overview of the steps necessary to successfully prepare your AT application and important details you should be aware of during Academic Training.
ELIGIBILITY

• Be in good academic standing at UCI
• Receive written approval from the International Center before beginning Academic Training
• Participate in training related directly to your major/field of study
• You may have more than one job at a time
• If changing employers while on Academic Training, there cannot be a gap in employment dates.
TYPES OF ACADEMIC TRAINING

• Pre-Completion Academic Training:
  • Takes place prior to graduation or your program end date
  • Maintain full-time enrollment (12 units) during academic training quarter.

• Post-Completion Academic Training:
  • Takes place after your program ends, but you must submit an Academic Training application to the International Center before the end date of your program (allow 7 business days minimum for processing).
  • Academic Training must begin within 30 days of your program end date.
  • Notify the International Center if you will end your Academic Training before the approved end date.
  • Depart the U.S. before the end of your 30-day grace period when AT is completed.
LENGTH OF ACADEMIC TRAINING

• For Non-Degree EAP students, students pursuing their Bachelors or Masters degree:
  • 18 month maximum or the length of your program (whichever is shorter)

• Doctoral Students:
  • 18 months, or up to 36 months (maximum) at a post-doctoral level

Example:
Q: If an EAP student attends fall, winter, and spring quarters, how long can they participate in Academic Training?
A: About 9 months... 266 days
WORKING HOURS

• Pre-Completion Academic Training during Fall, Winter and Spring Quarters can have part-time employment of up to 20 hours per week.

• Pre-Completion Academic Training during Summer or Post-Completion Academic Training can have full-time employment of more than 20 hours per week.
Checklist of Documents Needed:

- Academic Training Application
- Employment offer letter (copy)
- Letter of recommendation from the Study Abroad Office (EAP students)/Academic Department or Counselor (original)
- Copy of Passport Biographical Page
- Copy of most recent Visa stamp
- I-94 document
- Financial Documents (Post-Completion Academic Training only)
### PREPARING YOUR APPLICATION

1. **Fill out personal information**
2. **Choose pre or post completion**
3. **Enter your start and end dates**
4. **Fill out employer information**
5. **Submit the checklist documents and sign the bottom of the form**

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**SECTION ONE: PERSONAL INFORMATION**
- Last Name: 
- First Name: 
- Student ID Number: 
- UC Irvine Email Address: 
- Phone Number: 
- Major: 
- Expected Program End Date: 
  - Fall 
  - Winter 
  - Spring 
  - Summer Year:

**SECTION TWO: ACADEMIC TRAINING INFORMATION**
- Type of Employment You are Requesting: 
  - Pre-Completion Academic Training
  - Post-Completion Academic Training
- Academic Training Proposed Dates:
  - Start Date (MM/DD/YYYY): 
  - End Date (MM/DD/YYYY):
  - Part time (20 hours or less): Pre-Completion is always part-time except for summers
  - Full time (up to 40 hours): Post-Completion is always full-time

**SECTION THREE: EMPLOYER INFORMATION**
- Name of Employer/Company: 
- Employer Address: 
  - Street Address: 
  - City: 
  - State: 
  - Zip Code: 
- Job Title: 
- Supervisor’s Name: 
- Supervisor’s Email: 
- Supervisor’s Phone Number: 

**ACADEMIC TRAINING APPLICATION AND CHECKLIST**
- Submit the checklist documents and sign the bottom of the form
PREPARING YOUR APPLICATION

Employment Offer Letter – must include:

• Company’s letterhead
• Be addressed to you
• Job title
• Job description
• Address of employment
• Specify if job is paid/unpaid and salary information (if applicable)
• Number of hours per week
• Specify the exact start and end date of employment
• Employer’s signature
PREPARING YOUR APPLICATION

• Letter of Recommendation/Support from Study Abroad (for EAP students) or Academic Department/Counselor
  • You will need to provide your Employment Offer Letter to your advisor/counselor in order to receive a Letter of Recommendation.

• Your recommendation letter must include:
  • The goals and objectives of your training program
  • A description of the training program along with the information listed in your employment offer letter.
  • How this training relates to your field of study
  • The length of time necessary to complete the goals and objectives of academic training.
PREPARING YOUR APPLICATION

Post-Completion Academic Training only:

• Provide proof of financial support
  • *Amount subject to change. See funding amount on the website in “Step 2: Prepare Academic Training Materials”

• Financial Documents can be in the form of a bank statement/bank letter)

• Should be in English and US Dollars.
  • If not in US Dollars you may provide a conversion

• If funds are provided by another person/party, please also include a letter of support from your sponsor.
APPLICATION PROCESSING

• You must submit your application by uploading your documents in a .ZIP file to the International Center’s upload tool.

• The IC takes 7 business days to process your Academic Training application.

• Post-Completion Academic Training: you submit your application to the International Center before the end date of your DS-2019.
### EVALUATION

**UCI International Center | J-1 Academic Training Evaluation**

#### SECTION ONE: PERSONAL INFORMATION
- **LAST NAME:**
- **FIRST NAME:**
- **STUDENT ID NUMBER:**
- **UCI EMAIL ADDRESS:**
- **PHONE NUMBER:**
- **MAJOR:**
- **EXPECTED PROGRAM END DATE:**
  - [ ] FALL
  - [ ] WINTER
  - [ ] SPRING
  - [ ] SUMMER

#### SECTION TWO: EMPLOYER INFORMATION
- **NAME OF EMPLOYER/COMPANY:**
- **EMPLOYER ADDRESS:**
- **STREET ADDRESS:**
- **CITY:**
- **STATE:**
- **ZIP CODE:**
- **JOB TITLE:**
- **SUPERVISOR’S NAME:**
- **SUPERVISOR’S PHONE NUMBER:**

#### SECTION THREE: STUDENT’S EVALUATION
- **AT START DATE (MM/DD/YYYY):**
- **AT END DATE (MM/DD/YYYY):**
- **HOW HAS YOUR ACADEMIC TRAINING EXPERIENCE HELPED YOU REACH OR ENHANCE THE GOALS AND OBJECTIVES OF YOUR ACADEMIC PROGRAM AT UCI?**
- **WHAT ASPECTS OF YOUR ACADEMIC TRAINING WERE MOST USEFUL?**

**ACADEMIC ADVISOR VERIFICATION**
- **DID THE STUDENT ACHIEVE THE GOALS AND OBJECTIVES OF THEIR ACADEMIC TRAINING EXPERIENCE?**
  - [ ] YES
  - [ ] NO
- **COMMENTS:**

**ACADEMIC ADVISOR’S SIGNATURE:**

**PRINT NAME:**

**TODAY’S DATE (MM/DD/YYYY):**

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**Fill out personal information**

**Provide employer Information**

**Enter your start and end dates and evaluate your experience**

**Get signature from your advisor/counselor**

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**Within 10 days of completing your Academic Training, you must submit the Academic Training Evaluation regarding your employment and learning experience.**
THANK YOU!

QUESTIONS? EMAIL: INTERNATIONALCENTER@UCI.EDU