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.
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
• 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

- Fill out personal information
- Choose pre or post completion
- Enter your start and end dates
- Fill out employer information
- Submit the checklist documents and sign the bottom of the form
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.

*There is a sample letter for your advisor to view in Step 2 of the application instructions on the website.*
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.
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.

You must submit your application in person by making an appointment with our front desk by calling 949-824-7249 or emailing internationalcenter@uci.edu
• You must submit your application to the UCI International Center by scheduling an in-person appointment.

• To schedule an appointment with a student advisor:
  • Call: 949.824.7249
  • Email: internationalcenter@uci.edu
Within 10 days of completing your Academic Training, you must submit the Academic Training Evaluation regarding your employment and learning experience.

Fill out personal information

Provide employer Information

Enter your start and end dates and evaluate your experience

Get signature from your advisor/counselor