

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**.

Preparing your Academic Training Application

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

UCI International Center J-1 Academic Training Application

SECTION ONE: PERSONAL INFORMATION	
LAST NAME:	FIRST NAME:
STUDENT ID NUMBER:	UCI EMAIL ADDRESS:
PHONE NUMBER:	MAJOR:
EXPECTED PROGRAM END DATE:	<input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR:



Fill out personal information

SECTION TWO: ACADEMIC TRAINING INFORMATION	
TYPE OF EMPLOYMENT YOU ARE REQUESTING:	<input type="checkbox"/> PRE-COMPLETION ACADEMIC TRAINING <ul style="list-style-type: none"> CHECK THIS BOX IF YOUR EMPLOYMENT IS TO START BEFORE YOUR GRADUATION DATE. <input type="checkbox"/> POST-COMPLETION ACADEMIC TRAINING <ul style="list-style-type: none"> CHECK THIS BOX IF YOUR EMPLOYMENT IS TO START AFTER YOUR GRADUATION DATE. YOU MUST APPLY PRIOR TO COMPLETING YOUR DEGREE AND EMPLOYMENT MUST START WITHIN 30 DAYS OF COMPLETING YOUR DEGREE.
ACADEMIC TRAINING PROPOSED DATES	
START DATE [MM/DD/YYYY]:	END DATE [MM/DD/YYYY]:
<input type="checkbox"/> PART-TIME [20 HOURS OR LESS]; PRE-COMPLETION IS ALWAYS PART-TIME EXCEPT FOR SUMMERS <input type="checkbox"/> FULL-TIME [UP TO 40 HOURS]; POST-COMPLETION IS ALWAYS FULL-TIME	



Choose pre or post completion



Enter your start and end dates

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:		



Fill out employer information

ACADEMIC TRAINING APPLICATION AND CHECKLIST		
STEP ONE: PREPARE THIS FOLLOWING DOCUMENTS		
<input type="checkbox"/> ORIGINAL J-1 ACADEMIC TRAINING APPLICATION [THIS FORM] <input type="checkbox"/> ORIGINAL LETTER OF RECOMMENDATION FROM ACADEMIC COUNSELOR/ADVISOR <input type="checkbox"/> PHOTOCOPY OF EMPLOYMENT OFFER LETTER <input type="checkbox"/> PHOTOCOPY OF PASSPORT BIOGRAPHICAL PAGE <input type="checkbox"/> PHOTOCOPY OF CURRENT VISA <input type="checkbox"/> PHOTOCOPY OF I-94 DOCUMENT <input type="checkbox"/> POST-COMPLETION ONLY: FINANCIAL DOCUMENTS (See IC website for more information)		
STEP TWO: YOU WILL SUBMIT YOUR COMPLETE APPLICATION AT A STUDENT EMPLOYMENT HAND-IN SESSION OR AT AN APPOINTMENT.		
STEP THREE: YOUR APPLICATION WILL REQUIRE SEVEN (7) BUSINESS DAYS FOR PROCESSING AT THE IC.		
I CERTIFY THAT I READ AND UNDERSTAND THIS AGREEMENT AND THAT THE INFORMATION I HAVE PROVIDED IS TRUTHFUL TO THE BEST OF MY KNOWLEDGE.		
SIGNATURE:	PRINT NAME:	TODAY'S DATE [MM/DD/YYYY]:



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.

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.

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:	<input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____

← Fill out personal information

SECTION TWO: 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:		

← Provide employer Information

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?	

← Enter your start and end dates and evaluate your experience

ACADEMIC ADVISOR VERIFICATION		
DID THE STUDENT ACHIEVE THE GOALS AND OBJECTIVES OF THEIR ACADEMIC TRAINING EXPERIENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO (IF, NO LIST WHY NOT IN COMMENTS BELOW)	
COMMENTS:		
ACADEMIC ADVISOR'S SIGNATURE:	PRINT NAME:	TODAY'S DATE [MM/DD/YYYY]:

← Get signature from your advisor/counselor

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