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
• 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

- 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.
Post-Completion OPT 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
Submit Your Application

• 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.

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<tr>
<th>Section One: Personal Information</th>
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<tbody>
<tr>
<td>LAST NAME:</td>
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<tr>
<td>STUDENT ID NUMBER:</td>
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<td>PHONE NUMBER:</td>
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<td>EXPECTED PROGRAM END DATE:</td>
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<tr>
<th>Section Two: Employer Information</th>
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<tbody>
<tr>
<td>NAME OF EMPLOYER/COMPANY:</td>
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<tr>
<td>EMPLOYER ADDRESS:</td>
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<tr>
<td>CITY:</td>
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<td>JOB TITLE:</td>
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<td>SUPERVISOR'S EMAIL:</td>
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<tr>
<th>Section Three: Student's Evaluation</th>
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<tr>
<td>AT START DATE (MM/DD/YYYY):</td>
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<tr>
<td>AT END DATE (MM/DD/YYYY):</td>
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<tr>
<td>HOW HAS YOUR ACADEMIC TRAINING EXPERIENCE HELPED YOU REACH OR ENHANCE THE GOALS AND OBJECTIVES OF YOUR ACADEMIC PROGRAM AT UCI?</td>
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<tr>
<td>WHAT ASPECTS OF YOUR ACADEMIC TRAINING WERE MOST USEFUL?</td>
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<th>Academic Advisor Verification</th>
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<tr>
<td>DID THE STUDENT ACHIEVE THE GOALS AND OBJECTIVES OF THEIR ACADEMIC TRAINING EXPERIENCE?</td>
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<td>COMMENTS:</td>
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<td>ACADEMIC ADVISOR’S SIGNATURE:</td>
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