

ALL ACADEMIC TRAINING MUST BE APPROVED IN ADVANCE BY ISO.

**LSUHSC INTERNATIONAL SERVICES OFFICE
ACADEMIC TRAINING FOR J-1 STUDENTS
INSTRUCTIONS**

International Students maintaining lawful J-1 status and in good academic standing may be eligible for Academic Training during and/or following completion of studies (**must have a written job offer within 30 days of end date indicated on DS-2019**) in order to obtain practical training **in their field of study**. The following time limitations apply:

- 18 months (Pre-doctoral Students),
- 36 months (Doctoral Students)
- time period that does not exceed educational program duration (unless mandatory)

Academic Training may be paid or unpaid. (If unpaid, must document other source(s) of funds.)

Academic training may NOT begin until the start date noted on the updated DS-2019 Form.

Students who have previously used Academic Training equivalent to their program's duration, 18 months or 36 months, as applicable are not eligible for additional Academic Training unless **required** by their degree program. **ALL Academic Training previously used (even if at another educational level) is counted against the total allowable time permitted for Academic Training. Part Time Academic Training is deducted from the allowable period in the same way as Full Time Academic Training.**

Students who wish to apply for Academic Training must do so by seeking authorization (reflected on their DS-2019 Form) from the Office of International Services.

- 1) Obtain a letter on departmental stationery addressed to Remy Allen, Designated School Official, from your faculty sponsor, advisor or program coordinator, which states:
 - The proposed training is integral or required (as applicable for program). **If noted as required, must be listed as such in LSUHSC catalog to qualify for duration that exceeds educational program duration.**
 - The proposed employment/training is (or will be) directly related to your major area of study
 - The employment/training is (or will be) commensurate with your educational level
 - The goals and objectives of the training
 - The site/location where the training will take place
 - The proposed dates for training, the hours per week and the training supervisor's name, address and contact information
 - Expected date of program (if prior to degree) or training (if post degree) completion***Your offer letter will likely contain much of the required information.**
- 2) Complete attached Academic Training Request Form and provide supporting documentation as necessary.
- 3) Once the letter and forms have been completed, contact the International Services Office at (504) 568-4802 to schedule an appointment to process the appropriate DS-2019 Form updates.

- 4) Bring the following items to the scheduled appointment in the International Services Office:
- Faculty sponsor letter (on departmental stationary)
 - Passport/Visa/I-94
 - Current Form DS-2019

If the student is eligible for Academic Training the International Services Office will issue a DS-2019 with an updated authorization for Academic Training with begin and end dates and a new site of activity, if necessary.

If a student has completed studies and leaves the United States following the end date on their DS-2019 form BUT before Academic Training is authorized the student will be unable to return to the United States as a J-1 Student during their 30 day grace period. Therefore, it is important that the J-1 Student not exit the United States prior to receiving the Academic Training authorization and extension of their DS-2019 form.

For Academic Training following completion of study: If you do not have a specific training opportunity identified (in writing) by the completion date of your program as noted on your current DS-2019, you will be unable to receive Academic Training authorization.

Reporting Requirements during Academic Training

During Academic Training, you are required to maintain updated information with International Services. You are required to report/provide:

- Any **upcoming** change in training. (Name, location, address and start date, previous training end date, if applicable) **Changes that are reported after the fact are not acceptable, as all Academic Training must be specifically authorized in advance. Failure to receive appropriate authorization is a status violation and grounds for termination of your SEVIS record.**
- Any change in your name, address or contact information. (A current physical and/or mailing address is required.)
- Any travel plans.
- Any updated documents (Passport, I-94, entry visa,)

Appropriate Activity on Academic Training

Work/Activity done for Academic Training must be "directly related to the student's major area of study." Employment/training based on an Academic Training authorization that is not directly related to the major area of study would be considered a status violation.

If you cannot show that your training/employment was appropriate for Academic Training, as authorized, you may be considered to have violated your status, which may require that you leave the United States and/or make you ineligible for future immigration benefits.