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J-1 EXCHANGE STUDENT ACADEMIC TRAINING GUIDELINES

J-1 Exchange Students under the Education Abroad Program (EAP) or UCLA Student Exchange Programs (e.g. LAW) may have the opportunity to engage in paid or unpaid employment anywhere in the U.S. which is directly related to their major, during or after completion of their studies, provided certain requirements are met. Such employment is called '*Academic Training*' and is authorized by a J-1 Advisor at DCISS.

ACADEMIC TRAINING TYPES

a) Pre-Completion Academic Training:

- Training that takes place prior to program completion.
- Enrollment in internship course or CAPPP program required.
- Enrollment not required for winter or summer breaks.

b) Post-Completion Academic Training:

- Training that takes place after program completion.
- Minimum of 20 hours per week required.

ACADEMIC TRAINING ELIGIBILITY REQUIREMENTS

Pre-Completion Academic Training:

a) Enrollment in an Internship or Individual Studies Course

- **Undergraduate Exchange Students** – Enrollment in a 195 or 199 course required unless the training takes place during the winter or summer breaks.
 - College of Letter and Sciences – enroll in an internship course through the UCLA Center for Community Learning at A265 Murphy Hall or call 310-825-7867. Enrollment in 195 or 199 course through Academic department also acceptable.
 - HSSEAS – enroll in ENGR 195
 - TFT – enroll in FTV 195
 - A&A – enroll in ART 195A, 195B, or 197
- **CAPPP** - <http://www.cappp.ucla.edu/> The Center for American Politics and Public Policy has a Washington DC program. EAP students are allowed to participate in academic training to fulfill the internship portion of the CAPPP program. Participants should obtain an internship offer letter from their internship supervisor. This period of time will be deducted from the student's final Academic Training eligibility time. Contact DCISS for specific procedures.
- **Graduate Exchange Students**
 - Enroll in a 596 course, internship course, or equivalent individual studies course through academic department. Enrollment is not required for students in the following graduate degree programs: Clinical Psychology, Environmental Science, Financial Engineering, Management (MBA), Nursing, Public Health, Public Policy, and Social Welfare.

b) Must maintain full-time enrollment during the academic year.

Post-Completion Academic Training:

- a) Upon program completion, but the training must start within **30 days after the last quarter end date.**

TIME LIMITATIONS

- a) **Duration of Academic Training:** up to 12 months or the duration of the student's exchange program, whichever is less (e.g. Students enrolled in one quarter are only allowed approximately 3 months of academic training).
- b) Post-Completion Academic Training must start within 30 days after the program completion date.
- c) Any period of Academic Training taken before program completion is deducted from the total allocation indicated above in full.
- d) Minimum of **20 hours** of training per week required for Post-Completion Academic Training.
- e) Total stay in the U.S. (program duration combined with Academic Training) must not exceed 2 years.

DEADLINE TO APPLY

- a) Pre-Completion – apply at least 2 weeks before the start date of Academic Training.
- b) Post-Completion - apply at least 2 weeks before your last quarter end date. Applications must also be submitted 2 weeks prior to the DS-2019 expiration date.
- c) **Evaluations** – You and your supervisor must complete an evaluation of your performance and experiences one week prior to the end of your Academic Training period. DCISS will email you and your supervisor the links to the evaluation during the last month of your training.

PROCEDURES TO OBTAIN ACADEMIC TRAINING AUTHORIZATION

1. Obtain a job offer letter on company letterhead setting forth:
 - a. a description of the training including: **organization name, address of the site, name of supervisor, number of hours per week, and dates of the training.**
2. Fill out and complete the **J-1 Student Academic Training Request Form**
 - a. This form must be signed by your supervisor and Academic Advisor.

These additional documents are required for Post-Completion Academic Training only:

3. [Confidential Financial Statement](#)
 - a. Attach evidence of financial support that will cover living expenses. Minimum living expenses is \$25,148 per year.
4. [Insurance Certification Form](#) (Please note: participants must maintain **health insurance** that meets the minimum requirements of the J-1 visa program throughout the duration of their training. Students enrolled in spring quarter will be automatically enrolled in UCSHIP throughout the summer quarter. Students not covered by UCSHIP will need to enroll or waive the UCLA Garnett-Powers Plan (further information to be provided by DCISS).
5. Pay the **\$40 Post-Graduate SEVIS User Fee** through the DCISS website www.internationalcenter.ucla.edu. Login is at the top right corner of home page. Print "Payment History" screen to be submitted with your documents. The fee is required for each Academic Training application.

Upload your documents at the following link: <https://sa.ucla.edu/Forms/p/J1academictraining>

Please allow 10 working days to process your application and apply as early as possible. An incomplete application will delay your Academic Training approval. You cannot start working until after you have received Academic Training approval from DCISS. Upon approval, you are provided with an updated DS-2019 form and authorization letter.

Evaluations are a mandatory part of your Academic Training and will be due one week prior to the end of your Academic Training.