

J-1 DEGREE STUDENT ACADEMIC TRAINING GUIDELINES

J-1 Degree Students at UCLA 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 graduation.
- Maximum 20 hours per week
- More than 20 hours per week allowed during summer break or if you have Advanced to Candidacy (ATC).

b) Post-Completion Academic Training:

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

ACADEMIC TRAINING ELIGIBILITY REQUIREMENTS

Pre-Completion Academic Training:

a) Valid J-1 status for at least one academic year

(Please note: Students in graduate degree programs that have a MANDATORY internship requirement are exempt from this one year valid J-1 status requirement)

b) Enrollment in an Internship or Individual Studies Course

- Undergraduate Students – Enroll in a 195 or 199 course
 - 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
 - Enrollment is not required for summer break.
- Graduate Students
 - Students who have NOT Advanced to Candidacy (ATC): Enrollment required by DCISS. Enroll in a 596 course, internship course, or equivalent individual studies course through academic department.
 - Enrollment in course is not required for:
 - Students in the following graduate programs: Clinical Psychology, Environmental Science, MFE, Management (MBA), Nursing, Public Health, Public Policy, and Social Welfare.
 - Students who have ATC
 - Summer break

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

Post-Completion Academic Training:

- a) Upon graduation, but the training must start within **30 days after the last quarter end date or, if on filing fee, within 30 days after the end of your filing fee usage period.**

TIME LIMITATIONS

- a) Undergraduate, Masters and pre-doctoral training: no more than **18 months** of Academic Training allowed, or the duration of the program, whichever is less. For example: an LLM student, 9-month program, would qualify for a 9-month period only.
- b) Post-doctoral training: up to **36 months** of Academic Training allowed or the duration of the student's doctoral program, whichever is less. For example: a Ph.D. student in a 2 year program, would qualify for only 2 years. Only 18 months can be authorized at one time.
- c) Any period of Academic Training taken before graduation is deducted from the total allocation indicated above.
- d) Minimum of **20 hours** of training per week required for Post-Completion Academic Training.

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 or before the end of your filing fee usage period if on filing fee. Applications must be submitted at least 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

- a) 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.**
- b) 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:

- c) Confidential Financial Statement
 - a. Attach evidence of financial support that will cover living expenses. Minimum living expenses is \$25,148 per year.
- d) 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 not covered by UCSHIP will need to enroll or waive the UCLA Garnett-Powers Plan (further information to be provided by DCISS).
- e) 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.