



Dashew Center for International Students and Scholars (DCISS)
106 Tom Bradley International Hall, UCLA, Los Angeles, CA 90095
Website: www.internationalcenter.ucla.edu
Phone: (310) 825-1681, Fax: (310) 206-1612

J-1 CERTIFICATE STUDENT ACADEMIC TRAINING GUIDELINES

J-1 Non-degree Certificate students may have the opportunity to engage in paid or unpaid employment which is directly related to their field of study, provided certain requirements are met. Such employment is called '*Academic Training*' and is authorized by a J-1 Advisor at DCISS. Upon approval, the student is provided with an **extended DS-2019 form** and **authorization letter from DCISS**.

ACADEMIC TRAINING ELIGIBILITY REQUIREMENTS

- a) Academic Training must be directly related to student's certificate program.
- b) Available only after completion of certificate program.
- c) Academic Training must start within **30 days after the program end date**.
- d) Academic Training cannot take place during the certificate program.
- e) Academic Training may take place anywhere in the U.S. only with an employer that can provide an Employer Identification Number (EIN).
- f) Must maintain health insurance coverage during the entire duration of the Academic Training.
- g) Non-Degree Students who withdraw from their certificate program or fail to maintain satisfactory progress towards the completion of their program are not eligible for Academic Training.

TIME LIMITATIONS

- a) **Duration of Academic Training:** up to 12 months or the duration of the student's certificate program, whichever is less (e.g. Students participating in a 3 month program are only allowed 3 months of academic training).
- b) Academic Training must start within 30 days after the program completion date as indicated on the DS-2019 form.
- c) Minimum of **20 hours** of training per week required.
- d) Total stay in the U.S. (program duration combined with Academic Training) cannot exceed 2 years.

DEADLINE TO APPLY

- a) Apply for academic training at least 2 weeks before the expiration of your DS-2019 **and** at least 2 weeks before the start date of Academic Training. Please allow 10 working days to process your application.
- b) **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.

- c) [Confidential Financial Statement](#)
 - a. Attach evidence of financial support that will cover living expenses. Minimum living expenses is \$26,968 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 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.