

J-1 STUDENT POST-COMPLETION ACADEMIC TRAINING

This information addresses the policies and procedures for J-1 direct exchange students sponsored by Pace University. If you are sponsored by another institution, e.g. Institute for International Education, you should contact your program sponsor directly for information.

Academic Training (AT)

Academic Training is authorized so that J-1 students may work in the United States in a position related to your field of study and is integral or critical to your studies at Pace. Academic training must be a direct application of your coursework and/or research to a professional position in the student's field of study. Your academic advisor or program coordinator must evaluate an academic training request as connected to the student's major field of study. Academic training is off-campus employment/internship.

The Responsible Officer (RO), Pace University designated individual, International Student Services' (ISS) staff member, reviews academic training applications very carefully. The fact that the employment is in a related field is not sufficient for something to qualify as academic training; the work must be integral to the academic program.

When to do Academic Training

Academic training may be pursued while you are studying (pre-completion) or immediately after you have completed your studies (post-completion). Pace University policy states that students on exchange programs will be eligible for Academic Training after they have completed one semester of study at Pace. You must apply for post-completion academic training within 30 days of completing your studies or before your current DS-2019 expires, whichever comes first. You may work full time during post-completion academic training.

Length of Academic Training

The length of time for which you can be authorized for Academic Training depends on the length of your J-1 status. Students are eligible for Academic Training for the length of the J-1 program, not to exceed 18 months. Every month that you are authorized is deducted as a month used, whether the permission is part time, full time, or never used.

Securing employment for Academic Training

Academic Training is employer-specific. This means that you are required to have received an offer of employment before the RO can issue you the authorization.

Application requirements

Submit the following documents to the ISS RO to receive authorization:

1. Academic Training Employment Recommendation form completed by your Academic Advisor – form is available [here](#)
2. A letter from your prospective employer outlining the job/internship offer

If your application is approved, a new extended DS-2019 will be issued.

Insurance Requirement

As long as you are in J-1 status, the United States government requires that you maintain your health insurance coverage. This is true even if you are no longer enrolled at Pace. It is your responsibility to ensure that your insurance is valid for the duration of your practical training.

International Travel and Academic Training

Travel during this time can be complicated, especially if your J-1 visa has expired. You will need to renew your visa, if travel to your home country, based on the extended DS-2019. Students must meet with the RO to discuss the details of any travel plans.