



SMU

International Student & Scholar
Services Office (ISSS)

INFORMATION ABOUT ACADEMIC TRAINING

- ✓ Pre-completion academic training is defined as training done in your field of study as a J-1 student before you complete your program.
- ✓ Post-completion academic training is training done in your field of study after you complete your academic program.
- ✓ Students may participate in a total of 18 months of academic training, depending on the length of their program. Any academic training completed, whether it is before or after studies are completed, is subtracted from the 18 month total. The total training period may not exceed the amount of time spent in the full course of study.
- ✓ Pre-Completion AT may be part-time.
- ✓ Post-Completion AT may be full-time.

What should I do?

Please follow the steps below for AT authorization. The final authorization process is handled through the SMU International Student & Scholar Services (ISSS) and does not require an application to the Department of State.

1. You must first obtain an offer letter from your employer. The letter must be on letterhead and should clearly have a brief description of the proposed employment. It should also include the name and contact information of your supervisor, dates of employment, salary, and location. (The description of the proposed employment in the letter is important, as it will help the Associate Dean determine whether the job is related to your major field of study.)
2. If your academic advisor or dean agrees that the work is academic training and is related to your field of study please have them complete the recommendation form.
3. Please make an appointment to see an International Student Adviser or Responsible Officer and bring your letter of employment and completed/signed AT recommendation form. For pre-completion AT, a letter will be issued by an International Student Adviser to show authorization for the Academic Training. For post-completion AT, a letter will be issued by an International Student Adviser to show authorization for the Academic Training as well. In addition, you must also submit proof of finances for a new DS-2019, which will be required only for living expenses and health insurance costs for you and your dependents (if applicable) as estimated by your program. This proof of finances can be the salary that will be paid to you for doing your academic training.

Students may not start employment until they have received an authorization letter from an International Student Adviser, and the new DS-2019, if applicable. If you change employers, government regulations require that you complete the authorization process again and receive a new letter. The authorization letter only allows you to work at the location authorized in the letter and for the indicated start and end dates.

J-1 Academic Training Recommendation

Date: _____

Exchange Visitor's Last & First Name:

Exchange Visitor's SEVIS ID Number: _____

Current Program's end date: _____

As the student's Academic Advisor or Dean I have set forth the nature and details of the academic objectives. With this letter, **I recommend that you authorize this student to participate in the "Academic Training" program that I have described.**

1. Description of the program:

Job Title: _____

Name of Employer: _____

Location: _____

Street Address

City

State

Zip Code

Name and phone number of the training supervisor:

Number of hours per week: _____ Salary (if applicable): _____

Dates of the training: From: _____ To: _____

2. Goals and objectives of the specific training program:

- 3. How does the training relate to the student’s major field of study?

- 4. Why is the training an integral or critical part of the academic program of the exchange visitor student?

Name and title of the Academic Advisor or Dean (please print)

Signature of the Academic Advisor or Dean and date

EVALUATION BY THE RESPONSIBLE OFFICER/ALTERNATE RESPONSIBLE OFFICER:

- 1. I have reviewed this recommendation and determined that the “Academic Training” being requested _____ is _____ is not warranted

- 2. The criteria on time limitations set forth in 22 CFR #514.23 (f)(3) and (4) _____ are _____ are not satisfied

- 3. In order to ensure the quality of the “Academic Training” program, I hereby evaluate the effectiveness and appropriateness of the “Academic Training” in achieving the stated goals and objectives as follows: _____ Satisfactory
 _____ Unsatisfactory

Signature of the Alternate Responsible Officer

Date