

J-1 ACADEMIC TRAINING APPLICATION

NAME _____ BANNER @ _____

EMAIL: _____

DATES FOR TRAINING _____

ADDRESS / FAX TO SEND LETTER TO:

TO QUALIFY:

To qualify for Academic Training, you must be maintaining J-1 status, be in good academic standing and have a job offer before the completion of studies. Training is non-renewable. It is to be completed at one location at a time and can be completed at any stage of a student's program while the student is enrolled or it must begin within 30 days of the completion of a program.

- **Degree seeking students** qualify for 18 months of training or a period equivalent to the duration of your program. This can be divided into semesters, summers or used after completion of your program. You can work full-time or part-time—but must have a job offer to qualify.
- **Doctoral Students** qualify for 18 months pre-completion and 18 months post-completion or a total of 36 months of training, granted in 18-month intervals.
- **Exchange students** qualify for academic training equal to the duration of his/her program. Example: TKU students— 1 year exchange = 8 months academic training. Bristol students: 1 semester exchange = 4 months academic training. You must have a job offer in writing

CHANGING EMPLOYERS:

If you wish to change employers, you will need to submit all documents again and not begin employment until authorized by IUP OIE.

APPLYING: Please attach the following documents to this page and return it to the Office of International Education:

1. Obtain a letter from employer stating the following:
 - Job offer letter that lists: position title, description of duties, supervisor, supervisors contact information, employer name, employer address, employer phone and employer email.
 - Salary (if applicable)
 - Starting and ending date - Dates must list MM/DD/YYYY
2. Letter from your academic advisor or chairperson indicating: How the job is related to your academic program
3. Letter from applicant to Office of International Education describing opportunity and how it relates to academic studies

REMINDERS:

- If using Academic Training after completion of your program, the training must begin within 30 days of the end of your academic program.