



Office of International Education  
 Delaney Hall B-25, 920 Grant Street  
 Indiana, PA 15705-1070  
 (724) 357-2295  
 www.iup.edu/international  
 intl-education@iup.edu

**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
4. Proof of funding, - the amount you need to show will vary depending on the length of your academic training.
5. Proof of health insurance for the duration of the academic training.

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

- Submit a copy of your work authorization letter, I-94 and DS-2019 to your employer for their records.

SAMPLE EMPLOYER LETTER

[EMPLOYER LETTERHEAD]

Drakelow Hospital  
1919 Lemon Drive  
Chicago, IL 60106  
201-555-1212

11/12/2020

Ms. Dorothy Taylor  
10 Goose Lake Street  
Chicago, IL 60131

Dear Ms. Taylor:

This is to confirm that Drakelow Hospital is offering you employment as a Nurse starting December 16, 2020 to June 16, 2022.

This employment will serve as "academic training" following your Bachelor of Science program in Nursing at Indiana University of Pennsylvania.

The goals and objectives of your training with us will be practical experience in monitoring patients' condition and assessing their needs to provide the best possible care and advice.

The location of your employment will be 1919 Lemon Drive; Chicago, IL 60106. Your supervisor will be Mr. Giorgio Mariani, RN. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week and you will receive an hourly wage of \$18.

On behalf of the company, I welcome you to Drakelow Hospital.

Sincerely,

David Knight  
Director of Personnel