

J 1 ACADEMIC TRAINING

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

Academic Training (AT) allows J-1 students to be trained in their field of study.
Please review the following information about Academic Training:

While AT is often employment, it is not a requirement that is a paid position – the purpose is experiential learning.
AT must provide training that is specific to the J-1 student's field of study.
J-1 students can engage in AT both BEFORE and AFTER completion of the program of study.
The total time available for AT is 18 months, or a period equal to the length of one's study, whichever is less.
A J-1 student who completes a doctoral degree in the U.S. and is offered a post-doctoral position may be granted a second period of 18 months on AT.

A J-1 student **must** be authorized for AT by OISS within 30 days of completion of study in order to receive AT.

Your completion date could be either:

- The last day of the last semester in which you are enrolled, **or**
- The date your dissertation is submitted, as long as your dissertation submission date is within 30 days of the last day of the last semester in which you are enrolled.

Please Note: If you intend to remain a regular J-1 student while completing dissertation revisions *after the oral defense is completed*, please note that you must either have AT authorization or enroll for one credit no later than the 30th day of the semester following your defense in order to maintain your J-1 visa status.

A completed **AT application** consists of the following documents, submitted to an International Student Advisor at OISS during walk-in advising hours (Monday through Friday, 1pm-3pm) or by appointment:

- Advisor's Endorsement (attached to this sheet)
- Third Party Host Agreement (if AT employer is **NOT** MSU)
- Passport
- I-94 Card or I-94 Print-Out (www.cbp.gov/i94)
- DS-2019
- Signed offer letter from prospective employer/AT host on letterhead giving the following information:
 - Starting and ending dates of training
 - Position title
 - Wage/salary
 - Brief job description
 - Hours per week
 - Location of employment (address)

If requesting post-completion AT and not fully funded by AT employer, J-1 student must provide proof of funds for self (at minimum \$1,500/month) and any J-2 dependents (spouse - \$5,000/yr; child - \$3,000/yr)

Please Note: A J-1 student may work off-campus (in or out of one's field of study) before completion of study without using up any AT time by obtaining work permission from an International Student Advisor and/ or program sponsor. *This is only possible if the student can show serious, unanticipated financial need.*

INSURANCE REQUIREMENTS:

Federal Regulations require that all J-1 and J-2 visa holders carry health insurance at all times, **including during Academic Training**. Minimum health insurance requirements for J visa holders are as follows:

- * \$100,000 per accident/illness
- * \$25,000 for repatriation
- * \$50,000 for medical evacuation
- * Maximum \$500 deductible

Within 15 days of the completion of AT, the student must file a Notice of Departure and written evaluation with OISS and either depart the U.S. or file for a change of visa status during the 30 day grace period.

J 1 ACADEMIC TRAINING ADVISOR'S ENDORSEMENT

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THIS SECTION TO BE COMPLETED BY THE STUDENT:

Surname:		Given Name(s):	
PID #: A		SEVIS ID #: N	
Program Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> Non-Degree or Exchange			
<u>EMPLOYMENT INFORMATION:</u>			
Job Title:			
Job Responsibilities:			
Name of Employer:			
Address of Employer:			
City:		State:	Zip Code:
Name of Supervisor:			Phone:
Employment Start Date: ___/___/___		Employment End Date: ___/___/___	
Number of hours per week:		Wage/Salary: \$	
Have you applied for and received the waiver of the two-year home residency requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No			

THIS SECTION TO BE COMPLETED BY ACADEMIC ADVISOR/MAJOR PROFESSOR:

Main goals / objectives of Academic Training:	
Please describe how the job relates to the student's field of study:	
Why is this position an integral or critical part of the student's academic program?	
Student's Academic Major/Field:	Degree Completion Date: ___/___/___
Academic Advisor or Major Professor (printed name):	
Department:	Title:
Phone:	E-mail:
Signature:	Date: ___/___/___

THIS SECTION TO BE COMPLETED BY OISS:

I have reviewed this letter and determined that the academic training being requested is warranted. The criteria and time limitations set forth in 22 CFR Part 514.23(f)(3) and (4) are satisfied. In order to ensure the quality of the academic training program, I have determined the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives to be satisfactory.

Determine student eligibility, approve or deny, enter into OISSInfo and SEVIS, give original form to student along with new DS-2019, and keep a copy on file.	
Approved by OISS ARO:	Date: ___/___/___

J 1 EXCHANGE VISITOR PROGRAM

THIRD PARTY HOST AGREEMENT

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Michigan State University (“MSU” or “Sponsor”), a public institution of higher education in East Lansing, Michigan, is authorized by the U.S. Department of State to sponsor program participants under the J-1 Exchange Visitor Program. J-1 exchange visitors (“EV”) sponsored by MSU may participate in the program as research scholars or students engaged in academic training at an organization which has a third party agreement with MSU.

_____ (“Host Organization”) is a third party organization that intends to provide the EV an opportunity to enhance his/her skills and knowledge through a guided learning experience and cultural exchange. In hosting the EV, the Host Organization must assume certain responsibilities to ensure the EV has adequate training, resources, and logistical support. The Host Organization agrees to comply with and certify the following:

REGULATORY CONFIRMATIONS

- The Host Organization understands and agrees to abide by all federal rules and regulations governing the J-1 Exchange Visitor Program codified at 22 CFR Part 62.
- The Host Organization has completed the host organization orientation required by the MSU Office for International Students and Scholars (“OISS”) and reviewed the related training module.

PRE-ARRIVAL (if EV is relocating)

- The Host Organization agrees to assist the EV secure suitable and affordable housing accommodations for the EV and all accompanying family members.
- The Host Organization will ensure the EV can secure safe transportation for themselves and accompanying family members from the airport to their housing, should the EV travel to the site by air.

PROGRAMMATIC SUPPORT

- The Host Organization will provide the EV access to sufficient resources, equipment, and trained personnel in order to fulfill the objectives of the J-1 program.
- The Host Organization will engage in regular collaborative contact with and provide mentoring to the EV by experienced and knowledgeable staff.
- The Host Organization must notify OISS in advance of any material changes to the EV’s program, including, but not limited to, changes in activity site, supervisor, content of program, duration of program, or financial support.
- If the EV must travel outside of the U.S. for more than 30 days during the program, the Host Organization will notify OISS a minimum of one week prior to departure to allow OISS to evaluate whether the EV’s absence and travel are permissible.
- If any issues arise with the EV’s performance, the Host Organization will notify OISS in advance of taking disciplinary action, including termination, against the EV.
- The Host Organization will notify OISS immediately if the EV is absent for more than five consecutive days without notice, completes the program prior to the anticipated end date, or chooses to stop participating in the program prior to the end date.
- The Host Organization agrees to contact OISS immediately in the event of any emergency or situation that impacts the EV’s health, safety, or welfare.

HOST ORGANIZATION REPRESENTATIVE	MSU J 1 ALTERNATE / RESPONSIBLE OFFICER
Signature:	Signature:
Name:	Name
Title:	Title:
Date:	Date:

J 1 STUDENT ACADEMIC TRAINING EVALUATION SAMPLE

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- ✓ Evaluations are to be completed before the Academic Training (AT) program ends and submitted to OISS no later than 15 days after the student's program end date.
- ✓ This is a sample only: Host department/organizations are not required to use this evaluation format.

INTERN INFORMATION:

Surname:		Given Name(s):	
SEVIS ID #: N		PID #: A	
Supervisor's Name:			
Host Organization/Department:			
Academic Training Start Date: ___/___/___		End Date: ___/___/___	
		Average Hours Per Week:	
Describe Student's Daily Responsibilities:			

NUMERICAL ASSESSMENT OF SKILLS:

4 = Exceptional 3 = Average 2 = Limited/Minimal 1 = Lacks Skill N/A = Not Applicable

Communication/Interpersonal Skills (Oral and Written): _____

Problem Solving/Decision Making Skills: _____

Organizational Skills/Time Management: _____

Technical Skills: _____

Initiative/Leadership: _____

Attitude/Professionalism: _____

Willingness to ask for help and receive guidance: _____

Overall development and progress throughout program: _____

Overall Performance: _____

QUALITATIVE ASSESSMENT OF SKILLS:

Has the student successfully completed the objectives of the Academic Training program?

What would you recommend this student do to make him or her better prepared for the workplace (courses, activities, skill, etc.)?

Additional Comments:

REQUIRED SIGNATURE:

Supervisor