

**SDSU International Student Center
J-1 Academic Training
Record Form**

Only for J-1 students on the SDSU DS-2019 form

Application Steps

1. Receive employment offer from company
2. Fill out Academic Training form and meet with SDSU department chair or graduate advisor for recommendation (the department listed on your DS-2019 form)
3. Meet with ISC advisor during Wednesday walk-in hours 1:30 – 3:30; bring completed form & copy of job offer

Name: _____ **RED ID #:** _____

SDSU Major: _____ **Phone #** _____

I am requesting training During my SDSU program of study After my SDSU program completion

Requested Beginning Date _____ Requested Ending Date _____

Number of hours per week _____ Job Title _____

Name of Company _____

Company Address _____ City _____ State _____ Zip _____

Supervisor Name and Contact Information _____

Goals/Objectives of the proposed Training: _____

Signature _____ Date: _____

Academic Department Recommendation

Advisor Name _____ Telephone or Extension _____

Advisor Title _____ Department _____

Recommended Dates from _____ to _____

Academic Training is recommended Part time (0-20 hours) Full time (21-40 hours)

Please state how job/internship is related to student's field of studies: _____

It is my belief that the proposed training is related or an integral part of the student's academic program.

Signature: _____ Date: _____

FOR OFFICE USE ONLY – For DS-2019 Extensions

<input type="checkbox"/> Proof of Financial Funds	_____	_____
	Advisor Initials	Date
<input type="checkbox"/> New Financial Statement Form	_____	_____
	Advisor Initials	Date
<input type="checkbox"/> Proof of Health Insurance	_____	_____
	Advisor Initials	Date

Academic training refers to employment or internships in the student's major field of study that will enhance or enrich the academic knowledge with practical experience. It is considered an integral and important part of the overall experience for international students on the J-1 visa. All training must be directly related to the student's SDSU major field of study, and must be recommended by an SDSU academic advisor. The International Student Advisor will give the final approval. For questions about the academic training process or a training opportunity, contact the International Student Center at 619-594-1982 to speak with an ISC advisor.

Training Eligibility

To be eligible for academic training, students must be in good academic standing with a minimum GPA of 2.0 and have a job offer before academic training can be approved. The training may be authorized during a course of study, after completion of a course of study, or a combination of both. The training may be paid or unpaid.

The training period is limited to the amount of time spent in the course of study. Examples: One semester enrollment at SDSU = 4 months of academic training; Two semesters enrollment at SDSU = 9 months of academic training.

Students in SDSU degree programs are permitted to engage in academic training for up to 18 months. Doctoral students doing postdoctoral training under the supervision of an academic or research institute may do a maximum of 36 months of training.

Finding Employment

The ISC does not assist students in finding Academic Training employment. SDSU Career Services posts many job opportunities, and hosts career fairs every semester. Online companies such as LinkedIn, www.internships.com, www.monster.com or <http://www.careerbuilder.com> offer many internship opportunities.

Application Period

Training during the program of study - There is no set application deadline to apply for Academic Training taken during the semester. However, before you begin your internship training, you must allow enough time to receive approval from both your Academic Advisor, and the International Student Advisor.

Training after the program of study - The application deadline for Fall semester students is December 1 and for Spring semester students is May 1. If you are waiting for the job offer by the deadline, let the International Student Advisor know and it may still be possible to apply. The Academic Training must be authorized before the end date on the DS-2019; the actual training should begin within 30 days.

Extension of DS-2019

If you are doing an unpaid internship at the end of your program you will need to provide a new financial statement showing you have enough money to live while you are doing the internship. You are also required to show proof of health insurance. The DS-2019 will be extended to the end of your internship after you have submitted the required documents. **Academic Training must be authorized before you begin employment.**

Visa

You may remain in the U.S. if your visa expires before or during the Academic Training. Visas must only be valid when you enter the U.S. If you plan to return home before beginning the training, you must apply for a new J-1 visa in your home country. Your visa cannot be extended in the U.S.

Social Security Number

A Social Security number is required to work in the United States. After you have been authorized for Academic Training, you may obtain a Social Security number from the Social Security office.