

## Academic Training Regulations and Procedures

### For J-1 International Students

#### Regulations

J-1 students are able to complete a period of academic training (paid or unpaid) either during their program of study or after their program of study. If a J-1 student does his/her academic training after his/her program of study, he/she must start the academic training 30 days or less from the end of the program of study. For more information on end date, please see the section "End of Program".

Students who choose to do Academic Training prior to their end date must be approved to do internship or co-op. For more information please see the office of International Student Affairs.

During academic training, J-1 students must follow all J-1 regulations in accordance with their status, and report any changes to the office of International Affairs at TTU.

#### Eligibility for Academic Training

1. A student's full course of study at Tennessee Tech is the primary basis for being in the US.
2. The type of work done on academic training must be specifically related to the student's program of study (degree and major) listed on the DS-2019.
3. The student must be in good academic and legal standing.
4. The student's current DS-2019 must be valid up until the end date of the academic training. If a student needs to do an extension of his/her DS-2019, the student must be approved for academic training by the office of International Student Affairs. The extension must be done before the current DS-2019 end date. For more information on extending the DS-2019 see the section entitled "Extension Procedures of I-20 and DS-2019".
5. The student must receive written permission from the academic advisor and Responsible Officer at Tennessee Tech to do academic training (see below).
6. The amount of time on academic training cannot be more than the amount of time the student has studied at Tennessee Tech and/or to exceed a combination of both study and work past 24 months.

#### Procedures:

1. The student must be approved for internship or co-op if Academic Training is done prior to the student's program end date.
2. The student and the academic advisor must complete the "Recommendation for Academic Training Form".

Office of International Student Affairs  
Tennessee Tech University

3. The student must receive a letter from the site of academic training. The letter must include:
  - The specific information regarding the type of work the student will do
  - The name of the supervisor, the email address, telephone number, and physical address of the supervisor
  - The amount of hours the student will work
  - The dates of employment
4. The office of International Student Affairs must approve the request and update the DS-2019.

\*At all times, a student is responsible to maintain their own immigration status.

\*The above information is susceptible to change.

\*The above information is not an exhaustive list pertaining to Academic Training information.

\*At all times students are responsible for properly informing the office of International Student Affairs of their immigration status and academic status (as pertaining to immigration matters).