

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 academic training after the program of study, he/she must start the academic training 30 days or less from the end of the program of study.

Students who choose to do Academic Training before their end date may be required to register and pay for a credit hour of internship called Co-op. For more information, please see the office of International Education.

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 Education at TTU.

Eligibility for Academic Training

1. The basis for the student being in the US must be to study, not to work.
2. The type of work done on academic training must be specifically related to the student's degree and major listed on the DS-2019.
3. The student must be in good academic and legal standing.
4. The student must receive Academic Training approval from Andrew Bleignier in the International Education office and the DS-2019 must be extended to cover the period of Post-Completion Academic Training before the expiration of the DS-2019. If the DS-2019 expires before these two items, the student cannot do Academic Training.
5. The TTU academic advisor and Andrew Bleignier in the International Education office must approve Academic Training.
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 studying and Academic Training more than 24 months for non-degree students. Degree students have more time to do Academic. For such time, these students must contact Andrew Bleignier in the International Education office.
7. Academic training must start within 30 days of the semester end date if the student is doing academic training after completion of his/her studies.
8. Students must maintain valid health insurance throughout the entire period of academic training.

Procedures:

1. The student must receive permission from his/her home school to remain in the US to conduct academic training if doing academic training after his/her program of study.
2. The student must be approved for internship or co-op if academic training is done prior to the student's program end date.
3. The student and the academic advisor must complete the "Recommendation for Academic Training Form".
4. 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
5. Student must show evidence of valid health insurance that meets the requirements of the US Department of State that covers the entire period of academic training.
6. Student must read the Wilberforce Pamphlet on the Rights and Protections for Temporary Workers. Can be found here:
<https://travel.state.gov/content/visas/en/general/rights-protections-temporary-workers.html>
7. Student and employer must complete form DS-7002 or form I-983 to describe what are the objectives or the placement, and to describe how the experience will be evaluated.
8. The office of International Education 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 Education of their immigration status and academic status (as pertaining to immigration matters).