ACADEMIC TRAINING CHECKLIST

What is Academic Training?

Academic Training is work experience directly related to the field of study for J-1 exchange students.

How long can I work on Academic Training?

The length of Academic Training should be no longer than the time spent studying on the J-1 exchange program. If your exchange program lasted one semester (four months), the Academic Training cannot exceed four months.

When can I do Academic Training?

You have to begin Academic Training no later than 30 days after your exchange program has finished.

Do I have to work for a minimum number of hours per week while on Academic Training?

No.

Can I get paid while on Academic Training?

Yes.

Must I have Health Insurance coverage while on Academic Training?

Yes, and you must submit proof of insurance. If needed, you can extend your current HTH International Student Insurance.

How do I apply for Academic Training? Checklist:

- Find a job related to your field of study.
- Contact your home university. They will need to approve your placement by completing the Academic Training Employment Recommendation Form.
- Hand in a letter from your employer to the International Student Office stating the nature of the work, the dates of employment, location of employment, details of payment, and the Academic Training Employment Recommendation Form completed by your home university.
- The Dean of the Center for International Programs at New Paltz will need to approve the Academic Training (the International Student Office will request this approval on your behalf).
- The International Student Office will extend and/or update your DS-2019 with the Academic Training approval and give it to you. You can show the new DS-2019 to your employer as proof of work authorization.

*NOTE: You cannot begin working until you receive the authorization on your DS-2019.