

**ACADEMIC TRAINING (AT) APPLICATION PROCEDURE**

- Students on a J-1 visa are eligible to apply for "Academic Training," paid or unpaid internship, which is directly related to their field of study. Academic training may be pursued while studying (pre-completion) or immediately after having completed the program of study at Pace (post-completion). Pace University policy states that students on exchange programs will be eligible for Academic Training after they have completed at least one semester of study.
- It is ideal that you apply for post-completion academic training before the program end date listed on your DS-2019; it is possible to apply during your grace period (the 30 days after completing the program) if you have not departed the United States and you have allowed for ample processing time. You may work full-time during post-completion academic training.

**STEP 1:** Contact your home school for approval to apply for AT. Request that they send an email to [mbenitez@pace.edu](mailto:mbenitez@pace.edu) confirming their approval.

**STEP 2:** Obtain a job offer letter. The letter must be on official company letterhead, must be signed by the individual at the company who is issuing the letter, and must include the following information:

- Student's full name & Position title
- Supervisor's name, title, direct email address, official address, and direct phone number
- Job location
- Number of hours per week
- Paid or unpaid
- Job start date
- Job end date
- Job objectives- must be specific (i.e., your roles responsibilities, activities)- must be directly related to your program of study

**STEP 3:** Make an appointment to see your Pace Academic advisor to review your offer and complete the **Academic Training Recommendation Form**.

**Documents required for Academic Training Application:**

- Academic training recommendation form
- Job offer letter

ISS will process a new DS-2019 with extended program dates and authorization for Academic Training (requires up to five (5) business days for processing). It is a violation of your J-1 status to engage in Academic Training before you have obtained this document.

If your position is paid, you will need to apply for a Social Security Number (SSN). Learn more here: (<https://www.pace.edu/iss/planning-to-work/obtaining-social-security-number>)

Exchange visitors must maintain continuous health insurance while in the U.S., even while on post-completion Academic Training. Failure to maintain health insurance is a violation of the J-1 exchange visitor regulations.