

Academic Training Knowledge Base

This form guides academic advisors through the Academic Training process for your J-1 students.

[Academic Training](#) provides J-1 students with practical experience that complements their education (program of study.) Academic Training can be used for paid or unpaid employment, internships, or practicum experiences. Any Academic Training opportunity must be directly related to the student's field of study (major). Academic Training is limited to the length of the student's program or 18 months, whichever is shorter (except for PhD students who may be eligible for up to 36 months).

Students have two options when applying for Academic Training authorization:

- **Pre-Completion Academic Training.**
 - Students must remain **fully enrolled** while participating in Pre-Completion Academic Training.
 - Can be used to satisfy degree requirements (e.g. Internship/research/employment hours) or as an optional activity outside of their degree program.
 - Training or work experience cannot exceed 20 hours per week during the academic year (except during official university breaks).
- **Post-Completion Academic Training.**
 - Must start after program completion:
 - After final exams for undergraduate/exchange students.
 - After thesis/dissertation deposit for Master's/PhD students.
 - Must be over 20 hours per week.

J-1 Clinical Restrictions: If an Academic Training opportunity or degree program requires a J-1 student to be in clinical settings, ISS may require additional acknowledgement of the clinical restrictions.

- The U.S. Department of State (DOS) uses the terms direct 'patient care' and 'patient contact' interchangeably. Therefore, anything involving patient contact and/or patient care is considered clinical and is **forbidden** under the J-1 regulations.
 - **'Patient contact'** is any physical or psychological interaction with a person that could affect their health and/or overall well-being. Examples include providing medication or any form of therapy, drawing blood, administering medical equipment, monitoring bodily functions or collecting any information (even verbal) for research or trials.
- DOS does not differentiate between contact with traditional patients and volunteer research subjects. Both are considered patients.
 - Students may use data collected from volunteers or patients, but they cannot collect the data themselves.
- DOS does not differentiate the location where the clinical activity takes place.
 - Clinical activity does not need to take place in a doctor's office, hospital or clinic.
 - Clinical activity can happen in a classroom setting or in any other environment.
- Humans and animals are both considered patients by DOS.
 - Lab animals or animal models whose sole purpose for existence is for research, are not considered patients by DOS.
- The student cannot be given final responsibility for the diagnosis and/or treatment of patients (including animal patients).

International Student Services

Academic Training Application Process

Students:

- need to complete the appropriate [Academic Training request in Terra Dotta](#) (Pre-Completion or Post-Completion),
- upload all required documents and
- request electronic verifications.

Students should apply for Academic Training at least 3 weeks before the training opportunity starts or their DS-2019 end date, whichever comes first.

Academic Training Direct Supervisors must:

- provide an employment/training opportunity offer letter and
- complete the Employer Electronic Verification.

Academic advisors:

- must complete the Academic Advisor Electronic Verification.
 - ISS recommends getting a copy of the student's training opportunity offer letter so you can complete this verification.

Academic Advisor Electronic Verification

This form assists academic advisors with completing the verification for J-1 students. Note: verification requests will come from Terra Dotta using [Do Not Reply TerraDotta@iss.wisc.edu](mailto:Do_Not_Reply_TerraDotta@iss.wisc.edu)

The verification serves to confirm:

- the student is in good academic standing,
- what the anticipated degree completion date is, and
- that the training opportunity is directly related to their program of study (major).

1. Academic department in which student is enrolled (*)

- Enter the student's major (not the general academic department name).

2. Has the student been making satisfactory progress towards completion of their program? (*)

Please refer to general SAP guidelines for [undergraduate students](#) and [graduate students](#).

Please select one ▾

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- Select “yes” or “no” based on the student’s current academic standing.
 - If you answer “no”, please contact ISS. The training request may be denied, with the option for the student to re-apply when they are in good academic standing.

3. Expected Date of Completion (*)

For Masters (Thesis/Comp. Exam Required) or Ph.D. students: Enter date of deposit of thesis/dissertation.

For all other students: Enter date of last exam/paper/project through the end of final exams week.

mm/dd/yyyy

- State the student’s expected date of completion.
 - For Master's or Ph.D. students, enter the date the thesis/dissertation is deposited.
 - For all other students, enter the date of the student’s last final exam.
- For pre-completion requests: completion date must be AFTER the end of Academic Training.
- For post-completion requests: completion date must be BEFORE the start of Academic Training.

4. Academic Training Begin Date (*)

This is the requested start date and must be verified with academic department as well as employer, based on AT option requested.

- Pre-Completion AT: this date should be before a student's date of academic program completion.

- Post-Completion AT: this date should be within a student's 30-day grace period, beginning the day after the date of academic program completion. If the requested start date is beyond a student's 30-day grace period, the time will be subtracted from a student's overall AT time.

mm/dd/yyyy

5. Academic Training End Date (*)

This is the requested end date but can be changed by ISS after reviewing a student's eligibility, based on the AT option requested.

- Pre-Completion: this date should be before a student's date of academic program completion.

- Post-Completion: this date may be within 18 months of a student's date of academic program completion, but cannot exceed the length of a student's J-1 program. (Ph.D.s may be eligible for additional 18 months of authorization upon degree completion.)

mm/dd/yyyy

- ***ISS cannot back date Academic Training authorization; any requests must be made for a future date (ISS processing time is 15 days).***
- Academic Training dates in this verification should match the student’s training opportunity offer letter.
- Academic Training Begin Date
 - For pre-completion: must be AFTER the student’s program start date.
 - For post-completion: must be within 30 days AFTER student’s completion date.
- Academic Training End Date
 - For pre-completion: must be BEFORE student’s completion date.
 - For post-completion: must be less than the length of the student’s program, but not greater than 18 months from their Academic Training Begin Date (PhD students may be eligible for additional time).
 - For example, if a student’s program was 8 months long, they are only eligible for at most 8 months of Academic Training.

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- For example, if a student’s program was 4 years long, they are eligible for at most 18 months of Academic Training.

6. Academic Training Number of Hours Per Week (*)

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7. Compensation Type (*)

Please select one ▾

8. Academic Training Position Title (*)

- Academic Training Number of Hours Per Week
 - For pre-completion: must be equal to or less than 20 hours per week (except during official university breaks).
 - For post-completion: must be **more than 20 hours per week**
- Compensation type should match training opportunity offer letter
- Academic Training Position Title should match the title in the training opportunity offer letter

9. Academic Training Objectives (*)

Is the employment offer an effective way to advance your learning and experience within your field of study? Briefly explain the goals and objectives of the academic training job offer.

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10. Describe why the AT offer is an integral or critical part of the academic program. (*)

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- Academic Training Objectives
 - Please explain what the student will be doing while engaging in the training opportunity
 - Explain how the Academic Training offer is an integral or critical part of the academic program in as much detail as possible.

11. Academic Training: Advisor Confirmation (*)

I certify that the academic information indicated above is correct. I hereby recommend the above-mentioned student be granted authorization for the AT experience. *If no, please explain.*

Please select one ▾

- Advisor Confirmation
 - Do you agree that the student should be granted Academic Training Authorization?
 - Answering “no” will require an explanation and follow-up with ISS.