Academic Training: Frequently Asked Questions
Students in J-1 Status

What is academic training?
- Period of practical training directly related to your current level and major field of study
  - Generally this will be for opportunities located off campus
  - Occasionally this will be for positions at Iowa State University (ISU)
    - If academic training is during degree program, this can be for a student position
    - If academic training is after degree completion, this cannot be for a student position

Who is eligible for academic training?
- Students completing a Bachelor’s, Master’s, or Doctoral degree program
- Students who completed a semester or year at ISU as an exchange student
- Students who are in good academic standing at ISU

Who is not eligible for academic training?
- Students who are now beyond the date on which all degree requirements were completed
- Students in the Intensive English and Orientation Program

When can a student use academic training?
- Either before or after completing all program (exchange students) or degree requirements
  - If after completion, academic training must begin within 30 days of completion date

Can a student request academic training to work more than 20 hours on campus?
- Only students with graduate assistantships are eligible to use academic training to work up to 30 hours on campus and only if the additional employment meets the criteria for academic training
  - ISSO cannot authorize academic training simply to allow another 10 hours of on-campus employment.

How long can a student do academic training?
- 18 months for students completing a bachelor’s or master’s degree
  - Exception: Equal to the period of full course of study if less than 18 months
- 36 months for students completing a doctoral degree
  - Exception: Equal to the period of full course of study if less than 36 months
- Equal to the time spent in a period of full course of study for exchange students, but not to exceed 24 total months in J-1 status

What if a student is only working part time during the academic training?
- Authorization for academic training must indicate whether the work is part time or full time
- All authorizations, however, count as full time against the total time allowed for academic training

Can I request more than one period of academic training?
- The academic training length is based on total time in J-1 status, so students are not given additional time as they complete new degree programs.
Example: If a student completed a bachelor’s, master’s and doctorate in the U.S., without a break between degree programs, the student would have only 36 months of academic training.

Can I request part-time academic training for work off campus and still work on campus?
- Yes, students are eligible to work up to 20 hours each week on campus and up to 20 hours each week off campus through academic training. However, students must also enroll full time each fall and spring semester and it may not be advisable to attempt over 20 hours of employment while enrolled full time.

Do I need to register during my academic training?
- Part-time academic training: academic training registration, combined with other registration for that semester, must equal a full-time course load
  - 12 credits for undergraduate students
  - 9 credits for graduate students
  - Credits as determined by the department as full time for graduate students with a graduate assistantship
- Full-time academic training: Students authorized for full-time academic training on the basis of a course that reports as full time per university policy, need not register for additional hours. Examples of courses that report as full time include:
  - Cooperative education courses (x98)
  - Many internship courses (x97)

What registration is required for the academic training authorization?
When academic training is not required for the degree program, the course must be:
- Specific to the academic training
- For credit
- Graded
- During the same semester in which the academic training experience takes place

What are some sample courses acceptable for the academic training authorization?
- Internship course
- Cooperative education course
- Independent study or special topics course for a shorter, part-time opportunity
- Research hours if the academic training experience is required for completion of the thesis or dissertation (information gained from academic training will be incorporated into the thesis or dissertation)

When do I submit my request for academic training?
- If academic training is to occur prior to program completion, submit your request at least 10 calendar days prior to beginning your academic training experience
- If you do not allow ISSO 10 days to process your request, your academic training start date may be later than the date you requested on your Academic Training: Student Request form as the start date cannot be a date that is in the past.
- If academic training is to occur after program completion, submit your request at least 10 calendar days prior to the completion of your academic or degree program
How do you determine when a student has completed all degree requirements?

- **Exchange students:**
  - Completed semester or academic year specific to the student’s exchange program
- **Bachelor’s degree students:**
  - All courses required for the degree program have been completed
- **Master’s degree students in non-thesis programs:**
  - All courses required for the degree program have been completed
- **Master’s degree students completing a creative component or thesis**
  - Full pass has been received for final oral defense
- **Doctoral degree students completing a dissertation**
  - Full pass has been received for final oral defense

What is the approximate timeline for academic training processing?

- 10 calendar days

Do I need to meet an ISSO advisor?

- No.

What must I submit to request academic training?

- **Academic Training: J-1 Student Request form**
- **Academic Training: Academic/Faculty and DOGE Recommendations form**
- Job offer letter which includes:
  - Name and address of the institution or company where the academic training will take place
  - Name and contact information of your supervisor
  - Position offered including a description of the experience
  - Specific employment start and end dates
  - Number of hours of academic training each week
  - Original signature

Where do I submit my request for academic training?

- Drop off the completed form at the front desk, ISSO, 3248 Memorial Union
- If you are away from campus, you may fax the completed form to 515-294-8263 or scan and e-mail it to intlserv@iastate.edu

When can I begin my academic training experience?

- After you receive your new DS-2019 and academic training authorization letter and the start date is current

How will I know if my request for academic training has been approved?

- ISSO will send an e-mail to your ISU e-mail address when processing is complete.
- If you do not receive this e-mail within 10 calendar days after submitting your request, please send an e-mail to intlserv@iastate.edu to check on your request.