GUIDELINES FOR ACADEMIC TRAINING

EMPLOYER JOB OFFER LETTER

In order to apply for Academic Training, you need to have an employment job offer. Once you have secured an offer from an employer, please obtain a letter documenting the job offer. Please ask the employer to include the following information in the letter:

1. Your job title
2. Description of position being offered, including the goals of the work experience
3. Prospective Start and End Date of Position
4. Hours to be worked per week
5. Name and location of employer
6. Name of direct supervisor
7. Annual salary per year, indicated on a monthly basis

PLEASE NOTE: You must ask your employer for a specific start and end date of employment. Without this information the International Center cannot process your request.

TUFTS ACADEMIC ADVISOR LETTER

This letter is a letter of recommendation from your academic advisor, and should include the following:

1. Goals and objectives of your academic training program
2. Description of academic training program, including the location and name of employer
3. Description of how the academic training relates to the student’s field of study
4. Why is this academic training an integral or critical part of the academic program

GRADUATION CONFIRMATION

Student should be registered for graduation in SIS. If the student has not yet registered through SIS to graduate, the application cannot be processed.
PROOF OF HEALTH INSURANCE

Student must show proof of proper Health Insurance for themselves, and any dependents they may have.

PROOF OF FUNDING

Student should be able to show proof of finances that will support them, as well as any dependents, for the duration of their academic training. If the academic training is a paid position, projected income can count towards this funding estimate.

**Students are required to demonstrate:

- $1,700 per month for themselves
- $500 per month for their spouse
- $400 per month for each child

COMPLETE ACADEMIC TRAINING APPLICATION

This application will be emails to you by your international student advisor. Complete the entire application and submit it via email, along with all other required documents.

**When submitting your application, please put “AT Application” in the subject line.

Please review the application checklist on page three. Contact the international Center if you have any questions about your eligibility, or the application process.

VERY IMPORTANT NOTE:

✓ You cannot apply for Academic Training after your program end date. You must apply BEFORE your program end date to qualify for Academic Training. If you miss this deadline, you will have a 30 days grace period to leave the country

✓ Application processing time can take up to 2 weeks. Be sure to plan ahead!

✓ Once you reach the end date of your Academic Trading, noted on your DS-2019 once approved, you will be required to leave the U.S. within the 30 day grace period
ACADEMIC TRAINING CHECKLIST

✓ Academic Training Application
✓ Employer Job Offer Letter
✓ Tufts Academic Advisor Letter
✓ Graduation Confirmation Letter
✓ I-94 card (found at cbp.gov/i94)
✓ Copy of current J-1 visa stamp
✓ Copy of passport identification page(s)
✓ Proof of Health Insurance
✓ Proof of Income