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J-1 Academic Training (AT) Instructions

Academic Training (AT) is for employment that is an integral part of a J-1 student's academic program.

- AT allows J-1 students to gain practical experience directly related to their major field of study.
- AT may be authorized during or after you finish your academic program at Hofstra.
- For undergraduate and pre-doctoral students, the length of AT cannot exceed 18 months, or the duration of your program (DS-2019), whichever is shorter.

How to Apply for Academic Training (AT)

To apply for AT, you must follow these steps carefully:

1. Confirm Eligibility

- You must be in good academic standing at Hofstra University.
- Your employment must be directly related to your major field of study.

2. Prepare Required Documents

- Academic Training offer letter from your employer (on company letterhead) including:
 - Full name of the company
 - Company address (street address, city, state)
 - Supervisor's full name
 - Supervisor Email address
 - Supervisor Phone number
 - Start date and end date of the job/internship
 - Hours per week you will work
- Letter from your academic department on letterhead and signed. See the example below:

To: International Enrollment

Re: Recommendation for Academic Training for <Student's Name>

Date: _____

This letter is written to verify that <Student's Name> is/was an exchange student majoring in _____ at Hofstra University for the _____ academic year. It is integral to their program that the student gain practical experience in the field because _____.

This student has an opportunity to engage in training with <Insert name of company/ employer>.

<Insert a brief explanation of how this opportunity relates to the student's field of study.>

I recommend that the student be granted Academic Training for this opportunity.

<Insert sign off>

- Proof of Insurance Coverage
 - Your Hofstra insurance will expire on July 31 if your program ends in the spring semester, and on December 31 if your program ends in the fall semester.
 - You must have qualified health insurance that covers the entire duration of your Academic Training (AT). You can either:
 - Buy insurance through Hofstra's broker at <https://iss.gallagherstudent.com/>
 - Or choose another plan from the market, as long as it meets the J-1 visa requirements.
 - If you still have Hofstra's insurance as of your AT start date, you can wait to submit proof of your new insurance. Otherwise, you must provide new insurance proof when you submit your AT request e-form.

⚠ Important: Your AT will not be processed unless you provide proof of approved insurance. Your insurance must meet the U.S. Department of State J-1 visa requirements listed here: <https://j1visa.state.gov/sponsors/how-to-administer-a-program/>

3. Submit Your AT Request

- Fill in the Academic Training e-form at <https://internationalforms.hofstra.edu>.
- Submit all required documents at least two weeks before the end date on your DS-2019 if you need to start AT after your program ends.
- If you are requesting an extension, submit all documents (including insurance confirmation) no later than two weeks before your current AT end date.

4. Wait for Authorization

- Allow up to 5 business days for processing.
- After approval, we will email the DS-2019 with AT authorization to your Hofstra email address.
- If you do not have a Social Security Number and need one for your job/internship, you will receive the more instructions about how to apply for SSN.

⚠ Important Reminders

- You cannot begin working until your AT is officially authorized and the AT start date on your DS-2019 has arrived.
- Starting work without authorization violates your J-1 visa status.