

## J-1 Academic Training Employer Confirmation

International Student and Scholar Services  
North Decatur Building Suite 130 • Tel: +1-404-727-3300 • [www.issss.emory.edu](http://www.issss.emory.edu)



EMORY  
UNIVERSITY

Academic Training, as defined in [22 CFR 62.23](#), is an authorization that allows J-1 Students to obtain practical experience directly related to his or her major field of study. [Academic Training](#) may be authorized either during or after the completion of a J-1 Student's program of study. Academic Training is intended to supplement a student's academic program. In order to remain compliant with the requirements of J-1 Student status, a student must primarily be in the United States to study rather than to engage in Academic Training.

While it is primarily the responsibility of the student to ensure that he or she meets the requirements of their J-1 student status, any employer hiring a J-1 Student on Academic Training must be aware of the following:

- A J-1 Student may not commence his or her training until he or she has received written authorization for Academic Training from [International Student and Scholar Services \(ISSS\)](#).
- A J-1 Student may not begin training (including related orientation) prior to the start date authorized by ISSS, nor may a student continue working beyond the approved end date as authorized by ISSS.
- Students on Academic Training must receive authorization for any changes to the terms and conditions of Academic Training *prior to* the change taking effect. Reportable changes include, but are not limited to, changes in hours, duties, location, payment, supervisor, etc.
- Academic Training must be directly related to a student's major area of study.
- Students will be required to evaluate their experience upon completion of Academic Training.
- ISSS is required to report any incident relating to a J-1 Student, including any medical situation or litigation in which the student is named. If you become aware of any such incident, please contact Emory's ISSS within 24 hours. You may reach us by phone at (404) 727-3300 or by e-mail at [issss@emory.edu](mailto:issss@emory.edu).

By signing this document, you acknowledge that you are aware of the requirements listed above and understand that a failure to follow these requirements could lead to the loss of the student's J-1 status.

Name of Supervisor: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_