



## INFORMATION ON CERTIFICATION OF ACADEMIC TRAINING OFFER

### To the Prospective Supervisor/Employer:

This document covers information pertaining to the eligibility for Academic Training of a J-1 exchange visitor student who is: (a) completing a Graduate Degree Fellowship, (b) sponsored by the East-West Center (EWC), and (c) applying to your organization to be considered for academic training in a position related to his/her field of study.

FEDERAL REGULATIONS CONCERNING FOREIGN STUDENTS IN AN EXCHANGE VISITOR PROGRAM (J-1 VISA): J-1 exchange visitor students are permitted to seek academic training which is **directly related to their degree objective and which is an integral or critical part of their academic program**. Participation in an academic training program may occur during studies, after degree program completion, or a combination of both. The length of Academic Training for each J1 exchange visitor will be calculated by his/her sponsor. The maximum period is 18 and 36 months respectively for Master's and Doctoral degree students. Academic training must be recommended by the student's university dean or department advisor and by her/his EWC Scholarship Coordinator. It must also be authorized by the Responsible Officer of the exchange visitor program sponsor (i.e., the EWC Visa Officer). Clearance should also be received from the appropriate country program representative and home country employer if applicable.

FOREIGN RESIDENCE REQUIREMENT: The intent of the Exchange Visitor Program is to have the student return to his/her home country upon completion of their program to apply the knowledge and experience gained while in that program. Thus, at the end of the degree program or post-completion academic training period, he/she must fulfill the two-year home country physical presence requirement. **This means an East-West Center sponsored international student will not be eligible for U.S. permanent residence (immigration status) or temporary work visas H or L until he/she first has resided physically in their home country for an aggregate of two years.** The EWC Center takes this requirement most seriously and thus tries to ensure that the academic training experience can be applied readily in the student's home country.

EAST-WEST CENTER PROCEDURES: A Certified Offer for an academic training position must be submitted to the EWC before academic training can be approved by the EWC Visa Officer. **Please provide the Student with a letter from your company that includes the information requested on the back of this page. Please note that evidence of appropriate insurance coverage must be provided as part of the application for Post-Completion Academic Training.** The EWC must also obtain all necessary clearances from the student's home country before approving academic training. When required procedures and clearances are completed, the EWC Visa Officer will issue a letter authorizing academic training. If necessary, the student's authorized stay in J-1 visa status will be extended. **Students will also be required to submit progress reports for the purpose of confirming their employment status and contact information (residence and employment addresses, telephone numbers, and e-mail). Upon completion of their training, students will also be required to submit a report on the effectiveness and appropriateness of the training program in terms of achieving their stated goals and objectives.**

Thank you for your sincere interest and kind assistance in providing a period of academic training for our student.

Registrar's/Visa Office  
Education Program  
East-West Center

## Guidelines for Letter Certifying Offer of Academic Training

Please include the following in your letter:

- Name of Student
- Position Title
- Detailed Position Description
  - qualifications for the position
  - length and nature of training to be received during initial probationary period
  - subsequent duties and responsibilities
- Name and Title of Supervisor
- Human Resources Contact (include contact information)
- Organization/Sub-Unit (if applicable)
- Address/Telephone/Email/Website (if not part of letterhead)
- Location of Training Program (if different from above address)
- Anticipated Start Date (month/day/year)
- Duration of Probationary Period
  - Hours/week
  - Salary
- Duration of Academic Training
  - Hours/week
  - Salary
- Name of Company Health Insurance Plan: \_\_\_\_\_
  - Fully Subsidized
  - Partially Subsidized
  - Attach information/brochure describing limits of coverage

**[NOTE: Evidence of having acceptable health insurance and repatriation & medical evacuation insurance for the initial employment period must be provided as part of the application for Post-Completion Academic Training.]**

- Letter should be signed by authorized company representative (include typed name and position).

If you have any questions with regard to the above, please contact:

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