



## CERTIFICATION OF OFFER OF ACADEMIC TRAINING POSITION

### To the Prospective Supervisor/Employer:

Our office has been informed by \_\_\_\_\_, a J-1 exchange visitor student completing a Graduate Degree Fellowship and sponsored by the East-West Center (EWC), that your organization is considering his/her application 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 completion of the degree program, or a combination of both. The maximum period is 18 months for a Master's degree and 36 months for a Doctoral degree. Academic training must be recommended by the student's university dean or department advisor and EWC Scholarship Coordinator and must be authorized by the Responsible Officer of the exchange visitor program sponsor (i.e., EWC Visa Officer). Clearance should also be received from the appropriate country program representative and home country employer.

**FOREIGN RESIDENCE REQUIREMENT:** The intent of the Exchange Visitor Program is to return the student to his/her home country upon completion of the program to apply the knowledge and experience gained during the program. Thus, at the end of the degree program or post-completion academic training period, he/she must fulfill the residence requirement. **This means a Center student will not be eligible for permanent residence (immigrant status) or temporary work visas H or L until he/she first has resided physically in the 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 home country.

**EAST-WEST CENTER PROCEDURES:** Certification of the offer of 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 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.** As appropriate, the EWC must also obtain 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 also 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 and telephone numbers, and e-mail) in January and June of every year as well as a report on the effectiveness and appropriateness of the training program in achieving their stated goals and objectives upon the completion of their training.**

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

Valerie C. Wong  
 Visa Officer  
 East-West Center

Date \_\_\_\_\_

## **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 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/Facsimile/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:

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- Fully Subsidized
  - Partially Subsidized
  - Attach information/brochure describing limits of coverage

**[NOTE: Evidence of having acceptable health insurance and repatriation and 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 representative of company including typed name and position.

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

Valerie C. Wong, Visa Officer  
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Fax: 808-944-7730  
E-Mail: [wongv@eastwestcenter.org](mailto:wongv@eastwestcenter.org)