

Academic Training (J-1) Application

TO BE COMPLETED BY STUDENT

Name: _____ Student ID#: _____

Local address: _____

Email: _____ Tel#: _____

Major: _____ Completion date on current DS-2019 form : _____

EMPLOYER INFORMATION

Name & address of employer: _____

Name of supervisor: _____ Tel #: _____

Start & end dates of employment: _____ Number of hours per week: _____

Paid or Unpaid Employment: _____

ACADEMIC TRAINING INFORMATION

This training is: Being taken for course credit - List department and course # _____

STUDENT CERTIFICATION

I understand that I am responsible for maintaining valid J-1 status. I understand that my Academic Training, if granted, is valid only for the employer dates listed above.

Signature of student: _____ Date: _____

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIR

I certify that the details above are correct and approve of this student participating in academic training.

Name: _____ Signature: _____ Date: _____

Important Notes

- Your Academic Training position must be directly related to your major listed on your DS-2019
- You may not begin the position until your DS-2019 has been authorized for Academic Training and you have received a letter from the IPO that states you are authorized to begin working
- If you wish to extend your Academic Training or change employers, you must follow the same process.
- You will need a Social Security Number in order to be paid. See details here on [how to obtain a Social Security Number](#).

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Academic Training Checklist – bring these materials to the IPO

- Academic Training Application – completed in full.
- Letter from your Academic Advisor or Department Chair stating the following:
 1. The goals and objectives of the specific academic training program
 2. A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training
 3. How the academic training relates to the student’s major field of study
 4. Why it is an integral or critical part of the academic program of the student
- Current DS-2019
- Evidence of registration for credits

The IPO will issue the following:

- New DS-2019 authorizing academic training
- A written letter stating you are authorized for academic training