

ACADEMIC TRAINING FORM

PART I (TO BE COMPLETED BY THE EXCHANGE VISITOR)

Name: _____ Female Male

Email: _____ Phone: _____

College: _____ Degree Level: _____ Field of Study: _____

Employment Duration Begin Date: _____ End Date: _____

Academic Training Full Time Part Time

Eligibility

- **You must be in J-1 status for at least one semester** prior to engaging in AT.
- The AT must be directly related to your major field of study and you must be in good academic standing.
- You must receive written approval from OIP for the duration and type of AT **before** you begin employment.

Application Deadline

- **Pre-completion AT:** At least two weeks **before** proposed AT begin date.
- **Post-completion AT:** After census day of your final semester to at least two weeks **before** the end of the 3 day grace period.
- **AT Extension:** At least two weeks **before** your current AT expiration date.

Application Instructions

1. Attach a job offer letter on company letterhead which provides the following information:
 - a. Employer name and full address (including street, city, state and zip code).
 - b. Supervisor name, phone number and e-mail address.
 - c. Whether the academic training experience will be part time (≤ 20 hours/week) or full time (> 21 hours/week).
 - d. Begin and end dates of academic training experience listed as month/date/year.
 - e. Inform whether paid or unpaid.
 - f. Brief job description.
2. Attach a copy of your current health insurance that meets minimum Department of State health insurance requirement for J visa holders. The health insurance should cover the duration of your AT request or at least one year.
3. You will receive a notification when the new DS-2019 with AT authorization is ready for pickup.

