

## J-1 Student Academic Training (AT) Authorization Form

To request authorization for AT, your Academic Advisor must review your offer letter, determine its relevance to your course of study, and sign this form. Drop off this completed form, copy of employer offer letter, and a copy of the most recent I-94 card to OIP. Please allow 3-5 days for processing. The employer's offer letter must be submitted on company letterhead, be signed by your supervisor, and include all of the information listed below.

- Brief job description
- Position title
- Supervisor name, phone number and email
- Address of employer
- Start and end dates
- Paid or unpaid\*
- Number of hours you will work per week

*\*Students who engage in paid or unpaid post-completion AT must provide financial documentation for the entire period of employment.*

TO BE COMPLETED BY THE STUDENT			
<b>Last Name</b>		<b>First Name</b>	
<b>Email</b>		<b>Phone Number</b>	
<b>Local Address</b>			
EMPLOYMENT INFORMATION		<b>Paid or Unpaid</b>	
<b>Employer</b>			
<b>Employer Address</b>			
<b>Supervisor Last Name</b>		<b>Supervisor First Name</b>	
<b>Position Title</b>		<b>Hours Per Week</b>	
<b>Start Date</b>		<b>End Date</b>	
<b>List previously approved periods of AT.</b>			
<b>What are the goals and objectives of this specific training program?</b>			
<b>How does this training relate to the major field of study listed on the DS-2019 Form?</b>			

TO BE COMPLETED BY ACADEMIC ADVISOR			
Please place a checkmark next to the most appropriate option:			
	<b>Student named above is enrolled as a full-time student, and is expected to complete his/her studies on</b>		(month/day/year)
	<b>Student named above was enrolled as a full-time student, and completed his/her studies on</b>		(month/day/year)
I have reviewed the information provided by the student above, as well as the attached letter of offer, and I recommend that this request for training be granted. The training is an integral part of the student's academic program.			
<b>Signature</b>		<b>Date</b>	
<b>Name</b>		<b>Department</b>	