



WESTERN MICHIGAN UNIVERSITY

J-1 Student: Academic Training Application and Instructions

Academic Training (AT) is flexible in its format and offers a variety of training situations to supplement your academic program in the U.S. as a J-1 student. It is available before completion of your program of study, as well as afterwards. J-1 students in non-degree programs are also eligible for academic training. Prior written authorization by an advisor in International Student and Scholar Services (I3S) is required. An educational affiliation agreement may be requested.

CONDITIONS

1. Your primary purpose in the U.S. must be study rather than academic training.
2. You must be in good academic standing.
3. The proposed training must be directly related to your major field of study.
4. Throughout your AT you must maintain permission to stay in the U.S., in J-1 student status, and apply for extensions as necessary.
5. You must maintain health insurance coverage for yourself and any J-2 dependents throughout your AT.
6. AT must be approved prior to graduation or the end date on your DS-2019, whichever is sooner.

LIMITATIONS

1. Your academic training may be authorized for the length of time necessary to complete the goals and objectives of the training, provided that the amount of time is approved by both the academic advisor and I3S. It may not exceed the period of full course of study or 18 months, whichever is shorter. You only receive up to 18 months of AT at the pre-doctorate level, so plan accordingly. If you receive a Ph.D., you may receive an additional 18 months for a total of 36 months. Additional academic training beyond the limit may be allowed *only* if it is required for the degree.
2. Part-time authorization for AT still counts as full-time authorization.
3. You may have multiple training locations only if you have submitted an AT application and received approval for each one, in advance. Academic training is very specific and all details are entered into SEVIS.

ACADEMIC TRAINING AFTER COMPLETION OF YOUR PROGRAM OF STUDY

1. **Important!** You must obtain a written approval of appropriate training and present a copy to I3S prior to your program completion date (or before your DS-2019 end date, whichever is earlier) or you will lose eligibility for AT after your completion of study.

2. Academic training following completion of your program of study must be a paid position, unless you can verify adequate financial support during the terms of AT.
3. Post-Completion Academic Training applications do require a \$150 WMU visa service fee at the time of application (initial, or extension). Check should be made payable to Western Michigan University.

APPLICATION PROCEDURE

1. Meet with your prospective supervisor and ask them to complete Part 3 of this application. Obtain a letter of offer that includes your job title, a brief description of the goals and objectives of your proposed training program (your employment), the dates and location of the training, the number of hours per week, your salary, and the name and address of your "training supervisor." Make sure that the offer letter includes all of these details. Your offer letter must also include a start date that commences no later than 30 days past your program completion date. If your letter does not explain these details, you must submit a position summary description with your offer letter.
2. Meet with your Academic Advisor. Give a copy of your offer letter and position summary. Your academic advisor will use this information when completing the attached Part 1 of your Academic Training application. Your advisor should thoroughly review your offer letter and complete required advisor sections with detailed descriptions. An incomplete recommendation form could cause your AT to be denied.
3. Submit the following items to I3S
 1. Official detailed offer letter, signed, and on company letterhead.
 2. J-1 Student Academic Training Application
 3. Proof of funding if you are not being paid at least \$1500 per month through your position
Requirements for funding are \$1500 per month plus \$4000 per year for each dependent. (*Proof of funding only required if applying to begin Academic Training after program completion*)
 4. Proof of your health insurance that meet the J-1 requirements
 5. Additional items needed for non-degree, exchange, or study abroad at WMU students:
 - Support letter from your home institution
 - Support letter from the Study Abroad at WMU office
 6. Additional items needed for post-completion Academic Training **at** Western Michigan University
 - Completed WMU Export Control Determination Approval Letter
 - Support letter from WMU Human Resources, if AT is unpaid.
 7. Check made payable to Western Michigan University for \$150 WMU visa service fee (post-completion initial or extension requests only.
4. Please allow up to 10 business days after submitting a complete application to I3S for processing. If approved, you will receive an authorization letter and updated DS-2019.



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J-1 Student: Academic Training Application

Part 1 of 3: (To be completed by the Academic Advisor):

Mr./Ms. _____, (WIN: _____) a Western
(student's last name, first name and middle name)
Michigan University J-1 student majoring in _____, requests to engage in
the "Academic Training" program discussed below.

This student wishes to (*pick only one*):

- ☐ engage in academic training prior to completion of study
- ☐ engage in academic training after completion of study and is expected to complete the
course of study on _____.

Job Title: _____

Company Name: _____

Company Address and Site of Activity of student: _____

Dates of the training program: from _____ to _____ Hours per week _____

Supervisor Name _____ Supervisor Email _____

Please be as specific and detailed as possible for the following sections.

GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM

HOW DOES THE TRAINING PROGRAM RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY?

WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE ACADEMIC PROGRAM OF THE EXCHANGE VISITOR STUDENT?

As the student's academic advisor or dean, I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this letter, I recommend that you authorize this student to participate in the J-1 Academic Training program that I have described.

Signature of the academic advisor or dean

Date

Please print name and title

College or department

Part 2 of 3 : (To be completed by the student):

Student's name: _____

WIN: _____

Major: _____

Degree: _____

of credits remaining to graduate: _____

Expected date of completion: _____

List all periods of previously authorized employment for Academic Training.

<i>Example: full time -- 1/23/2013 – 5/31/2013</i>

Current address: _____

Phone: _____

I have submitted the following with my application 1) Job Offer Letter with Job Description 2) Complete and accurate Academic Training Form 3) Proof of Finances 4) Proof of health insurance

I certify that I have always complied with U.S. immigration regulations governing J-1 (and J-2) status, including the health insurance requirements set by the U.S. Department of State. I also agree to submit a summary of my experiences of the Academic Training prior to the training end date.

Student Signature: _____

Date: _____

Part 3 of 3: (To be completed by the Academic Training Supervisor):

Academic Training (AT) is an authorization allowing J-1 students to gain practical experience that is directly related to their academic program of study. AT may include, but is not limited to, internships, practicum, cooperative education, and other types of practical experience gained through off-campus employment.

Employer must attach original written offer letter detailing the training with this application.

By signing the below, the employer agrees to cooperate in the training of this student for the purposes of this J-1 Academic Training application and attached offer letter, *if authorized* by this school through the issuance of an updated Form DS-2019 and AT approval letter.

AT Employer Information:

Company name: _____

Company address: _____

Name of Supervisor: _____

Title of Supervisor: _____

Contact information for Supervisor:

Email: _____ Phone: _____

Name of Student on offer letter: _____

Job title offered to Student: _____

of hours per week: _____ Requested Start date: _____ End date: _____

Please list the relevant field of training/employment: _____

Please list three primary duties that the student will be performing:

1. _____

2. _____

3. _____

Please be reminded to attach job offer along with this application. The Department of State does ask that you provide a summary of your experiences of having a student on AT to the school prior to the AT completion. Be aware that you will be contacted by an advisor at I3S for periodically checks on training progress. The student will provide you with a copy of "Information for Employers" that they receive at the time of AT authorization.

Signature of Employer-Supervisor: _____ Date: _____
