

J-1 Academic Training Authorization Form

What is Academic Training

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Academic Training (AT) is an off-campus authorization that allows J-1 students to work in jobs and internships directly related to their academic major. AT is employer and date specific. This application is for AT that starts after your J-1 exchange program is complete. AT is approved through OIA (not a government agency) and takes about one week for approval.

Guidelines

You must receive **approval in advance** from OIA before beginning the employment. Your AT approval will be printed on a new DS-2019, which OIA will provide after you submit your AT application. You can begin working on AT only after the work authorization has been approved and the AT start date listed on your DS-2019 has been reached. You may only work for the company indicated on the request form and only during the approved time frame. To add additional employers you must complete a separate application.

The **length of AT** cannot exceed the length of your academic semester(s). If you were enrolled at North Park for 90 days, you are eligible for up to 90 days of AT.

AT must be approved before the Program End Date listed on your DS-2019 or you forfeit eligibility. The AT **authorization start date** must be no more than 30 days after your Program End Date. You may start working shortly after the AT start date, but the authorization date must be within 30 days after the Program End Date on your DS-2019.

During AT you must maintain **health insurance coverage** for yourself and any J-2 dependents for the duration of the J-1 status.

What kind of work can I do during AT? As long as each position is directly related to your studies, various kinds of employment are allowed. These include internships, temporary, and full-time work, either **paid or unpaid**. You may have **multiple employers** at the same time, but you must complete a separate request form and receive approval for each employer prior to beginning the work.

Eligibility Requirements

- You are in J-1 status and your DS-2019 was issued by North Park (not ISEP)
- Your primary purpose in the U.S. is study and not work
- You are in good academic standing
- You have secured a job offer
- Your employment/internship is directly related to your academic major
- Your proposed employment is approved by the Career Development and Internships Office (CDIO)
- Your DS-2019 end date must not have passed



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Required Documents

1. Home Institution Permission

Provide documentation (an email will suffice) from your home institution giving you permission to extend your stay in the U.S. for the purpose of completing AT.

2. Letter of Agreement

Provide a letter from your training/internship supervisor containing the following information. (This is not a job offer letter. Ask your training/internship supervisor to provide a separate document.) The letter must be on company letterhead and signed by your supervisor.

- Your full name
- Your job title
- Purpose and goals of the training, and brief description of the work you will perform
- Employment start and end dates
- Hours you will work per week
- Supervisor name and contact information
- Employer address
- Compensation/salary information

3. J-1 Academic Training Authorization Form

Complete and submit this form (p. 3-4). Obtain an approval signature from the Career Development and Internships Office (CDIO).

4. Proof of Health Insurance

Please submit proof of health insurance for the duration of your Academic Training. You may purchase the North Park plan for international students or submit a copy of another policy that meets the requirements set by the Department of State. More details available on the International Student Services [website](#).

5. Proof of Funding (only required if Academic Training is UNPAID)

If you are participating in an unpaid Academic Training experience, please submit proof of funding in the amount of \$1700 USD / month.

- Bank statement should be dated within the past 3 months
- If the bank statement is from your sponsor, please also ask them to complete the [affidavit of support](#)



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Please complete this form. Obtain an approval signature from the Career Development and Internship Office (CDIO). Submit the form along with your other documentation to OIA at least 1 month before beginning AT.

Name: _____ SEVIS ID: N00

Phone #: _____ E-mail: _____

Current U.S. residential address: _____

I am currently enrolled as a full-time student in good academic standing: YES ____ NO ____

My exchange program end date: _____

1. DESCRIPTION OF TRAINING/INTERNSHIP:

Name of Company/Organization _____

Address of Company/organization: _____

Supervisor's Name: _____

Supervisor's Phone: _____ E-mail: _____

Dates of Training/Internship: from ____/____/____ to ____/____/____

Number of hours per week: _____ Total salary (if paid): _____

2. OBJECTIVES OF TRAINING/INTERNSHIP:

3. HOW DOES THE TRAINING/INTERNSHIP RELATE TO YOUR MAJOR FIELD OF STUDY AT NPU?



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4. WHY IS THE TRAINING INTEGRAL TO YOUR ACADEMIC PROGRAM AT NPU?

As the student's advisor, I have reviewed the above information. I approve the proposed training for the student. With this form, I recommend that you authorize to student to participate in this specific Academic Training program.

Signature of Career Development and Internship Office Adviser

Date

Name of Career Development and Internship Office Adviser