

Academic Training Application

For Students with J-1 Visas

Before applying for Academic Training (AT), you should attend an Academic Training Workshop and read the Academic Training guidelines available on the International Student section of the Center for Global Education website. (Current International Students → J-1 Internships & Off-Campus Employment)

The Application Process:

Submit all application materials to Sara Friar in the Center for Global Education at least *2 weeks before* the proposed Academic Training start date.

____ Edgewood College Academic Training Application Form

____ Employer Form or Letter from employer (on company letterhead) that includes all requested information

____ Academic Advisor Form

To assist your academic advisor in completing the form give her/him a copy of your employer's letter/form.

____ Health Insurance Enrollment Form (only for post-completion AT)

____ Proof of financial support (only for UNPAID post-completion AT)

If you are applying for Post Completion AT and your AT does NOT involve paid employment/training, provide proof of sufficient funds to support yourself during the training period. Edgewood considers sufficient funds to be at least \$800/month

Please **TYPE** your responses, print the form so you can sign your name on page 3, and submit the completed application to the Center for Global Education in Predolin 340.

Name: _____
Family First

Edgewood ID#: _____ Email: _____
CGE will use your Edgewood email to contact you

Phone: _____

Major area of study at Edgewood: _____

Academic Advisor's Name: _____

Current Program End Date listed on DS-2019: _____
Month/Day/Year

Passport Expiration Date*: _____ J-1 Visa Expiration Date: _____

*If your passport is within 6 months of expiry, renew it as soon as possible. Your AT application will not be processed until your passport has been renewed.

2/2017

I am requesting Academic Training for work/training that will take place:

Before completing my academic program at Edgewood.

I would like to work:

Full-time (more than 20 hrs/week) during my vacation period, or

Part-time (20 hrs/week or less) during the academic year

OR

After completing my academic program at Edgewood.

Review additional requirement for post-completion AT on the CGE website

List any previous **Academic Training** authorizations: _____
Start date _____ End date _____

If you are not earning a degree from Edgewood College, do you have approval from your home institution to participate in the proposed AT? Yes No

Name of the person at your home institution who granted approval: _____

Relationship to you: _____

(ex. academic advisor, professor, dean, etc)

Student Signature: _____ **Date:** _____

Remember to include the following documents with your application:

- Employer Form
- Academic Advisor Form
- Health Insurance Enrollment Form (for Post-Completion AT only)
- Proof of financial support (only for UNPAID post completion AT)

*Submit all application materials to Sara Friar in the Center for Global Education at least **2 weeks before** the proposed Academic Training start date.

For Office Use Only:

- Date Application Received: _____
- Check previous AT record
- Adjust Program end-date as necessary
- Add new site of activity (adjust primary site if EV no longer enrolled in classes)

- After adding or editing AT, print DS-2019 - form
- Make new dependent docs if DS-2019 changed
- Copy new DS-2019 at pick-up (w/ student's signature)
- Remind Ss of AT Reporting Requirements



Form to be Completed by the Employer

Academic Training Application for Students with J-1 Visas

Note to Employer: Thank you for taking the time to complete this form. Academic Training (AT) is special permission for international students with J-1 visa status to engage in practical training that is directly related to the student's major field of study at Edgewood. Additional information can be found on the Center for Global Education website at <http://globaleducation.edgewood.edu> (Current International Students → J-1 Internships & Off-Campus Employment).

Students should **NOT** begin working until the Center for Global Education at Edgewood College has authorized AT.

Student's Name: _____
Last Name First Name

Name of Company: _____

Company Address: _____

Name of Supervisor: _____

Email: _____ **Phone:** _____

Employment to begin on: _____ **and end on:** _____

Number of hours student will work per week: _____
 Full-time or Part-time
 Paid or Unpaid

Position Title: _____

Brief Position Description (including goals and objectives of the position; can attach additional page if necessary):

I certify that the information in this document is correct to the best of my knowledge, and I agree to cooperate with Edgewood College in achieving the curricular purposes of the employment/internship/training.

Employer's Name

Signature

Date

Form to be completed by the Academic Advisor

Academic Training Application for students with J-1 visas

Note to Advisors: Thank you for taking the time to complete this form. Academic Training (AT) is special permission for international students with J-1 visa status to engage in practical training that is directly related to the student's major field of study at Edgewood. Additional information can be found on the Center for Global Education website at <http://globaleducation.edgewood.edu> (Current International Students → J-1 Internships & Off-Campus Employment).

Students should not begin working until the Center for Global Education at Edgewood College has authorized AT.

Student's Name: _____
Last (Family)Name First (Given) Name

Academic Training Site:

Name of Company/Organization: _____

Company/Organization Address: _____

Name of Supervisor: _____

Employment to begin on _____ **and end on** _____ (Dates from advisor and employer need to match)
mm/dd/yyyy mm/dd/yyyy

Number of hours per week: _____ Full-time (more than 20) or Part-time (20 or less)

The goals and objectives of the employment/training (attach additional sheet if necessary):

How does the employment/training directly relate to the student's major field of study at Edgewood (be specific; it is NOT sufficient to state that the internship is a requirement of the major):

Why is the employment/training an INTEGRAL or critical part of the academic program of the student?

The proposed length of AT is appropriate given the goals and objectives stated above: Yes No

Additional comments:

Advisor's Name: _____ **Signature:** _____ **Date:** _____

Please return this completed form to the student. Student will submit to the Center for Global Education.