

DEFINITION and APPLICATION REQUIREMENTS

Academic training (AT) is work experience and/or training available to students participating in the J-1 visa program as either exchange students or Artist Diploma students. All academic training experiences are governed by the following parameters:

1. Students can participate in part-time employment while taking courses and/or in full-time employment after completing their studies
2. Artist’s Diploma students are limited to 18 months of training
3. Training may be paid or unpaid
4. Exchange students are limited to either 4 months or 8 months of training, depending on the length of the exchange program
5. Students are not limited to the number of employers or training experiences, but each new experience must be documented and approved
6. Once a student’s academic program ends, students are NOT entitled to a period of unemployment
 - a. Once a documented AT experience ends, the student must either begin another training program or the 30-day grace period begins
 - b. Students are NOT permitted to engage in AT during the grace period
7. In addition to this application for approval, students must submit a letter from the proposed employer detailing the students’ employment conditions, including: a) position, b) start date, c) end date, d) major responsibilities, and e) supervisor’s contact information.

APPLICATION SECTION 1 TO BE COMPLETED BY THE STUDENT

STUDENT’S NAME	MUID	EMAIL ADDRESS
NAME OF PROPOSED EMPLOYER/TRAINING PROVIDER	EMPLOYMENT/TRAINING START DATE	END DATE
EMPLOYER ADDRESS	SUPERVISOR NAME	
PROPOSED EMPLOYMEE/TRAINEE TITLE	FULL-TIME OR PART-TIME	APPROX. HOURS PER/WEEK

I verify that this information is correct and true and that I am submitting a letter from the supervisor named above that details the requirements of this experience as outlined in #7 in the definition section of this form.

STUDENT SIGNATURE

APPLICATION SECTION 2 TO BE COMPLETED BY THE ACADEMIC ADVISOR

As required by 22 C. F. R. §62.23 (f)(5)(i), this request must include a narrative from the student's academic advisor outlining:

An explanation detailing how this experience:

- a. helps the student meet the goals/objectives of the academic program,
- b. relates to the student's major field of study, and
- c. a description of the duties the student is expected to perform.

ADVISOR NAME	TITLE	EMAIL
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Advisor Narrative.

ADVISOR SIGNATURE	DATE
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