



VCU

Global Education Office

J-1 Academic Student Training Application

What is Academic Training?

Academic training is work authorization for J-1 students in their field of study. It may be used either before or after the completion of the program and can be for either paid or unpaid internships/jobs. For undergraduate and pre-doctoral students, students can engage in Academic Training for up to **18** months. For post-doctoral training, up to **36** months of academic training may be granted. To obtain the work authorization, students must apply through Immigration Services and receive a new DS 2019 with the dates of authorization at least 30 days before their program end date.

For authorization, please submit this complete form and a JOB OFFER LETTER.

SECTION ONE: TO BE COMPLETED BY THE STUDENT

Personal Information:

Last name	First	Middle
SEVIS Number N	V Number V	Date of Birth (MM/DD/YY)

Contact Information:

Street Address		Apartment number
City	State	Zip Code
Phone Number	VCU Email Address	@vcu.edu

Employment/Internship Information:

Employment Start Date: ____/____/____ (MM/DD/YY) Employment End Date: ____/____/____ (MM/DD/YY)

How many hours will you work per week? _____

Employer Name	Email	Telephone Number
Address	City	State Zip Code
Name of Training Supervisor		

SECTION TWO: TO BE COMPLETE BY AN ACADEMIC ADVISOR

Please describe the goals and objectives of the training program:

Please explain how the training relates to the student's field of study and how it is integral to the student's academic program:

Advisor Name	Email	Telephone Number
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Signature:

Date:
