

ACADEMIC TRAINING (AT)

Application Process

Academic Training is available to students who hold a J-1 visa. Students can participate in the program before or after the student complete his/her program. However, the student can only work in his/her field of study. For every month a student holds a J-1 visa, he/she is eligible for one month of participation in the Academic Training program. The maximum number of months that can be accumulated is 18.

For more information about Academic Training, please visit the Center for International Education in the Gallagher Student Center, Room 230, or call (513) 745-2864.

Required Paperwork

- 1) Completed Academic Training Authorization Form (included in this packet)
- 2) Letter from the Employer stating the following information:
 - a. Title of the position;
 - b. Length of employment (specific dates needed);
 - c. Location of employment (address preferred);
 - d. Salary if Paid or if Unpaid also specify;
 - e. Type of position (part-time or full-time) and number of hours worked in a week (20+ hours is considered full-time);
 - f. Brief descriptions of goals and objectives for this position;
 - g. Name, address, phone number and e-mail of supervisor.
- 3) Exchange Students: Letter from your home institution authorizing your participation in the program
- 4) Original DS-2019
- 5) Passport with Visa
- 6) I-94 online printout

Please note:

- Students must apply within 30 days after completing his/her program.
- **Students who begin working without written permission in hand will be breaking U.S. law and will be out-of status with immigration.**

When ready, please submit all paperwork to:

International Student Advisor
Center for International Education
Xavier University
Gallagher Student Center, Room 230
3800 Victory Parkway
Cincinnati, OH 45207-2171
Fax: (513) 745-2876
Email: international@xavier.edu



ACADEMIC TRAINING (AT) AUTHORIZATION REQUEST FORM

Part I: To Be Completed By Student

First Name: _____

Family Name: _____

Student ID: _____

Phone: _____

E-mail: _____

Please check below. I am an (a)...

Program End Date on DS-2019: _____

- Undergraduate Student
 Graduate Student
 Non-Degree (Exchange)

Address: _____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Part II: To Be Completed By Faculty Supervisor/Advisor

Semester Term for AT: _____

Student's Major (s): _____

Company Name: _____

Job Title: _____

Please describe below how this experience is beneficial to the student's areas of studies or research. You may attach an additional page if needed.

Faculty Supervisor/Advisor Signature: _____ Date: _____
(MM/DD/YYYY)

Faculty Supervisor/Advisor Name Printed: _____

Email: _____ Phone: _____

FOR CIE OFFICE USE ONLY

Intake:

Received by: _____

Date: _____

- Take in request and tell student this request may take up to 5 business days.
- Tell student that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check Address in Banner/SEVIS.

Review AT Application:

We CANNOT do AT for student who are not Xavier's program sponsorship (ie: BSMP).

Verify full-time studies in Banner.

Student can only do AT equal to the amount of time spent in classes.

AT can be FT only in the Summer or break; PT during classes.

Once approved, update SEVIS/Sunapsis and process the AT authorization.

Issue the new DS-2019 with the AT notation on it.

Write a letter of AT approval along with the new DS-2019.

Enter attribute in native Banner SGASADD.

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).
- Email the student that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents or letters in the file cabinet at the front desk for pick up.
- Blue Dot the folder and File it in the OPT/AT areas in the cabinet.

Notes: