J-1 Academic Training (AT) Student Form

Purpose of Form: This form must be completed by all J-1 students requesting International Student Services (ISS) authorization for AT. Please complete this entire form and submit it along with the additional required documents in the checklist below to the ISS office. Our contact information is listed above. Note: If your DS-2019 is not issued by A&M (i.e. Fulbright Students), do not use these forms.

What is Academic Training (AT)? AT is work authorization for J-1 international students to receive further training that is directly related to their degree level and major. Federal regulations permit a student to engage in AT that is an integral or critical part of their academic program. AT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations. J-1 students must apply for AT if they intend to work off-campus as an integral or critical part of their academic program prior to or immediately following its completion. A student authorized for AT may only be employed by a specific employer, at a specific location and for specific dates as approved by ISS. Once approved, the student will receive an updated Form DS-2019 and a letter from ISS detailing the AT authorization. Any changes in the employment (i.e. employer, goals and objectives, location, dates of employment) require a new AT application. The student must resubmit a new application to ISS and wait for a newly issued DS-2019 in order to continue employment. Refer to the ISS AT webpage for additional information and access to all AT forms: http://iss.tamu.edu/Current-Students/J-1-Status/J-1-Academic-Training.

Time Limitations:
Non-Degree Seeking (including Reciprocal Exchange (REEP)): The overall total amount of time spent in the US in the J-1 student non-degree seeking category cannot exceed 24 months, whether studying or in AT. As a result, the total time spent in AT (regardless of whether it’s part-time or full-time) cannot exceed 12 months, inclusive of any prior academic training in the United States, or the period of full course of study in the United States, whichever is less.
Undergraduate and Masters Students: The total time spent in AT (regardless of whether it’s part-time or full-time) cannot exceed 18 months, inclusive of any prior academic training in the United States, or the period of full course of study in the United States, whichever is less.
Doctoral Students: The total amount of time spent in AT (regardless of whether it’s part-time or full-time) cannot exceed a total of 36 months, inclusive of any prior academic training in the United States as an exchange visitor, or the period of the full course of study in the United States, whichever is less. Note that for Doctoral students who have not yet completed their studies, the maximum period of AT is only 18 months. Only upon completion of your degree are you eligible for the additional 18 months.

Deadline(s): ISS authorization must be granted on a new Form DS-2019 before the student may begin AT employment. ISS processing times are 5 to 10 business days from the time the student’s application for AT is complete. Post-Completion AT must be authorized and begin no later than 30 days after the official program completion date (i.e., graduation date).

Required Steps Checklist: In order to submit a complete application for AT, take the following actions:

- You must be in J-1 legal status and in good academic standing, and have completed at least one academic semester.
- Receive a job offer that is directly related to your major and is an integral or critical part of your academic program.
- If you will not enroll full-time during the AT, either during a major semester (Fall or Spring) or during your graduating semester (including Summer), and your department does not check YES on question 23 of the J-1 AT Department Form, you must obtain an Exception to Full Time Enrollment from the Office of the Registrar in order to maintain the full-time enrollment requirements of J-1 student status. This request must be initiated by the academic department.

Submit the following documents to ISS:

- J-1 AT Student Form (this form)
- J-1 AT Department Form
- J-1 AT Employer Form
- An official, signed job offer letter on company letterhead
- Photocopies of the passport, visa, I-94, and the most recently issued DS-2019
- Proof of finances*
- A copy of any Letter of Completion issued by OGAPS (if applicable to Post-Completion applicants only)
- Copy of J-1 Health Insurance (Post-Completion applicants only)
- Copy of Dependent Health Insurance (if you have any J-2 dependents)

*The end date on your Form DS-2019 should never expire while you are completing your studies or engaging in AT. If your Form DS-2019 needs to be extended for your AT period, you must submit evidence of financial resources to ISS as part of your AT application. If you need to extend your DS-2019 and your AT will take place while you are still completing your studies, you must submit the J-1
J-1 AT Student Form

Extension of Stay Form and show evidence of sufficient funding to cover the cost of tuition, fees, insurance, living expenses and any J-2 dependents. If your AT will take place after completion of your studies, you must show funding for living expenses, insurance, and any J-2 dependents. You may use your employment offer letter as proof of personal funds to cover these estimated expenses. Please visit http://iss.tamu.edu/Current-Students/Estimated-Cost-of-Attendance for additional information.

Please indicate when you would like the Academic Training to take place:

☐ Pre-Completion of studies  ☐ Post-Completion of studies

Academic Training Requirement: Your department must provide ISS with the End of Academic Training – Evaluation Form evaluating the effectiveness and appropriateness of the training in achieving the stated goals and objectives within 30 days of completing the training.

This entire form must be completed by the J-1 student requesting AT authorization.

1. Student Last Name: ___________________________ Student First Name: ___________________________
2. UIN: ___________________________ Major: ___________________________ Degree Level: ☐ Bachelor’s ☐ Master’s ☐ Doctorate ☐ Non-degree ☐ Reciprocal Exchange (REEP)
3. Expected Graduation/Program Completion Date: __________________
4. Employer Name: ____________________________________________________
5. Physical Address of Employment Location: ____________________________________________________

City: ___________________________ State: ___________________________ Zip Code: __________________
6. Job Title: ___________________________
7. Requested AT Start Date: ___________________________ Requested AT End Date: ___________________________
8. Are you in good academic standing?  ☐ Yes  ☐ No
9. Are you in legal status?  ☐ Yes  ☐ No
10. Have you updated your Student Local Physical (SL) address, International Permanent Address (IN), and Student Local Current (SM) phone number in the Howdy Portal? (Note: this is a requirement to maintain J-1 status)  ☐ Yes  ☐ No
11. Are you in compliance with the J program requirements?  ☐ Yes  ☐ No
12. Please list the dates of any previous AT you have completed (at any US institution, including Texas A&M):
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

13. Please explain how the AT is directly related to your major and why it is an integral or critical part of your academic program.
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
14. If you intend to work on AT in a paid position, you will need a Social Security Number (SSN). If you do not have an SSN, ISS will provide you with a Social Security letter that you can take, along with your completed SSN application, to the Social Security Administration office for further processing.

Do you need a Social Security letter?  ☐ Yes  ☐ No
J-1 AT Student Form

Statements of Understanding:

- If I have a sponsor, I have received their permission to engage in AT.
- I will only work between the start and end dates indicated on the first page of the AT DS-2019. If I engage in employment prior to receiving my newly issued DS-2019 or work beyond the authorized end date, I will be in violation of the J-1 program and my SEVIS record may be subject to termination. This may result in loss of J-1 status and I will be required to stop working, exit the U.S. and reenter on a new form DS-2019, if permissible.
- During the major semesters (fall and spring), I am not permitted to work on-campus in addition to working off-campus with my AT authorization. During annual vacations (winter, spring and summer break), I am permitted to work on-campus full-time in addition to working off-campus with my AT authorization. I must receive authorization for all on-campus employment.
- I will update my Student Local Physical (SL) address, International Permanent (IN) address, and Student Local Current (SM) phone number in the Howdy Portal within 10 days of moving or change.
- I will stop working if there are any changes to my employer or any of my employment information, such as my address of employment, until ISS has updated my DS-2019.
- I will inform ISS in writing if my employment ends prior to the AT authorization end date.
- If I am engaging in AT prior to completion of my studies, I will be automatically enrolled in the Texas A&M System Health Insurance Plan unless I apply and am approved for a waiver by submitting proof of the employer provided health insurance. This must be done prior to the waiver deadline published on the ISS website. Please follow the submission instructions on the ISS website.
- If I am engaging AT after the completion of my studies, I will hold the requisite health insurance.
- If I will not enroll full-time during the AT, either during a major semester (Fall or Spring) or during my graduating semester (including Summer), and my department has not checked YES for question 23 on the AT Department Form, I will obtain an Exception to Full Time Enrollment from the Office of the Registrar in order to maintain the full-time enrollment requirements of my J-1 student status. This request is initiated by my academic department.
- I understand that failure to follow J-1 regulations and the above statements could result in the termination of my J-1 status.
- I will not break J-1 regulations by not reporting changes of address to ISS while on AT.
- I will not break J-1 regulations by allowing the J-1 or J-2 health and repatriation insurance expire during the AT.
- I understand that AT is designed to provide practical training and is not a mechanism for me to simply work off-campus and/or earn money.
- I certify that the AT recommended will consist of bona fide training activities that are connected to a substantial academic framework.
- I certify that the AT is designed to expose me to the operations of my field, prioritize academic objectives, and will not be driven by the labor needs of my employer.
- I certify that the AT will consist of primarily substantive roles (e.g., shadowing managers, participating in project design, management, or event planning) that involve no more than infrequent non-substantive tasks, and if requested by the Department of State I will be prepared to provide evidence of time spent by the student on these substantive and non-substantive tasks.
- I will make a copy of my entire AT application to keep for my records before submitting to ISS. I will have this copy available for my academic advisor to review at the completion of my AT.
- I will ensure that the academic department representative responsible for monitoring my AT progress will complete and submit the Academic Training – Evaluation Form no later than 30 days after any of the following events:
  o The AT employment ends.
  o There is a change in AT employer.
  o The goals and objectives of the AT change.
  o The AT must be extended, but there will be a gap between the end date of the current segment and the requested start date of the next.

My signature confirms that the information provided on this form is true and accurate and that I read and understand the Statements of Understanding listed above. Failure to comply with J-1 AT policies could result in termination of my J-1 status.

Signature: ____________________________ Date: ______________________

“State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.”