



Office of International Graduate Student Services
 Graduate Life Center at Donaldson Brown (0325)
 Blacksburg VA 24060
 540/231-8486 Fax: 540/231/3714
 www.graduateschool.vt.edu

Academic (Practical) Training Application for J-1 Students

Please print clearly. Please complete this sheet and return it with the required documents to International Graduate Student Services, Graduate Life Center at Donaldson Brown, Room 111 or 112 Phone 231-8486.

Last name: _____ First Name: _____ VT ID#: _____

VT Email address _____

SEVIS #:N000 _____ USCIS Admission (I-94) #: _____ Date first admitted to U.S / changed to J-1.: _____

Local Address: _____ Local Phone: _____

Current Enrollment (*check one*): Master's Doctorate Dept: _____ Advisor's Name: _____ GPA: _____

Anticipated program completion date (MM/DD/YYYY): _____ Contract ending date (if on assistantship) _____

Please give the following information about your dependents (attach a separate sheet if necessary):

Name (SURNAME, Given name)	Date of Birth	Country of Birth	Gender (M/F)	Relationship

- Checklist :**
- Academic Training Application Form
 - Academic Training Approval Form
 - Employment Offer Letter (on company letterhead)
 - Copy of current DS-2019 form

Beginning and Ending Dates of Academic Training: Beginning: _____ Ending: _____

Please note that you must apply for the Academic Training before you complete your academic work, and before your current DS-2019 form expires. If you requested a waiver of the two-year home residency requirement, you are not eligible for academic training. After review and approval of your application, a new DS-2019 will be issued to you. Processing time is approximately 3-5 days.

I have read and understand all the information regarding Academic Training.

Signature

Date

For Office Use Only: SHATERM	SZAHOLD	SFAREGQ	ASST. CONTRACT ENDING DATE
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Academic (Practical) Training Approval Form

Last Name: _____ First Name _____ VT ID #: _____

Anticipated degree completion date (if non-degree, use program end date from DS-2019 form) _____

Supervisor Name: _____ Title _____

Company: _____ Telephone: _____

Company Address: _____

Work Location (if different from above): _____ Hours per week: _____

Position Title: _____ Beginning date: _____ Ending date: _____

Description, goals, and objectives of Academic Training Program (be specific, attach additional page if needed)

Student's signature: _____ Date: _____

Advisor/Department Head:

Explain relationship of the Academic Training to student's major field of study. Why/how is this position an integral part of the student's academic program?

I verify that the information on this form is complete, and that the anticipated degree completion date given by the student is correct.

Name (Print): _____ Signature: _____ Date: _____

Office Use Only

Responsible Officer confirms that: The student has not exceeded designated time for Academic Training.
 The above information complies with J-1 regulations.
 The above request is warranted and the criteria are satisfied.

Responsible Officer for Dept. of State: _____
(International Student Advisor)

Date: _____

ACADEMIC (PRACTICAL) TRAINING INFORMATION FOR J-1 STUDENTS

When can I apply for academic training?

- After you receive a job offer related directly to your area of study
- When you are in good academic standing, expecting to graduate within a few weeks
- Before your program ends or your DS-2019 form expires, whichever comes first

When am I NOT eligible for academic training?

- If you have requested a waiver of the 2 year home residency requirement
- If you do not have a job offer
- If your current DS-2019 expired or your program of study has already ended

Checklist for application:

- Find employment in your field of study
- Receive job offer in writing, on company's letterhead
- Fill out application and approval forms for academic training
- Obtain the signature of your advisor or department head on the approval form
- Meet with the international student advisor to discuss the details of your academic training (bring your application and approval forms, your job offer, your current DS-2019 form and your passport with you)
- After your academic training is approved, a new DS-2019 form will be issued for you

Things to remember:

- The maximum for academic training is 18 months or the amount of time equal to your enrollment here as a J-1 student, whichever is less
- For post-doctoral positions the initial 18 months can be extended for another 18 months
- The academic training cannot be longer than the academic coursework
- Academic training applications have to be processed before your DS-2019 expires or your program ends
- You must still be in J-1 status when you are on academic training
- If you travel outside the U.S., you still need an endorsement on your DS-2019 form.