



Academic Training Request Form

Immigration regulations allow for the authorization of training, work, or internships directly related to a J-1 student's major field of study, when appropriate, provided authorization is received from International Student & Scholar Services (ISSS) for each employer and activity in advance of engaging in the activity, and maximum participation time limits are not exceeded [22 C.F.R. § 62.23 (f)].

At the end of the Academic Training, the student and training supervisor are required to evaluate the training program based on the goals indicated in the Academic Training request materials.

J-1 Student Information

Name: _____ Student ID: _____
LAST/FAMILY Name First & Middle Name

Degree Program Level: ☐ Bachelor's ☐ Master's ☐ Doctorate

Degree Program Subject/Field: _____
Indicated in item 4 of your DS-2019

DS-2019 Start Date: _____ DS-2019 End Date: _____
Month/ Day/ Year Month/ Day/ Year

Have you been authorized for academic training previously?

☐ No ☐ Yes--Indicate degree level and dates of prior authorization(s) below:

Academic Training Information

When will the proposed academic training experience occur?

- ☐ During my degree program (prior to degree completion)
☐ During my degree program and continuing after my degree completion
☐ After my degree completion

Academic Training Employer: _____

Academic Training Work Site Location/ Employer Address:

Number Street Address Suite/Unit # City State Zip

Supervisor's Name: _____ Title: _____

Email: _____ Phone: _____

Academic Training Request Documentation

Please upload your offer letter and academic advisor recommendation letter (pdf, jpg, or png file).

If any part of your academic training experience will occur after your degree completion, please also include:

1. A new *Insurance Compliance Form*; and
2. Financial support documentation indicating adequate funding until the end of the academic training experience.

The *Insurance Compliance Form* must be submitted via DocuSign. After successfully submitting the form, you will receive an email with a copy of your completed form. Please upload a copy of this pdf file below.

Offer Letter	Academic Advisor Recommendation Letter	Insurance Compliance Form	Financial Support Documentation

Attestation

I certify under penalty of perjury that the above information is true and correct. Further, I confirm that:

- ☐ I am in good academic standing at CU Boulder.
- ☐ The proposed academic training is directly related to my major field of study as indicated on my DS-2019.
- ☐ I will not begin my academic training experience until receiving proper authorization from ISSS.
- ☐ I have not exceeded the maximum time allowed for academic training indicated in 22 C.F.R. § 62.23 (f).
- ☐ My employer and I will complete the *Academic Training Evaluation Form for Students on J-1 Visas* at the end of my academic training authorization.

Signature: _____

Date: _____

International Student & Scholar Services (ISSS)

ISSS has reviewed this Academic Training request and will proceed with updating your SEVIS record and issuing the documentation required to authorize the academic training experience. Typical processing time is 2-5 business days. If the completed request is not received by ISSS in time to allow for processing, the J-1 student will have to submit a new *Academic Training Request Form* with a new offer letter with a later start date, as academic training authorization must be received prior to engaging in the experience.

The ISSS signature below does not serve as work authorization. A new DS-2019 with employer-specific and date-specific academic training information and an ISSS authorization letter serve as the official work authorization. Please allow at least 2-5 business days (from the time the Academic Training Request Form is signed by ISSS) for ISSS to issue the required documentation.

ISSS Advisor Name

ISSS Office Signature

Date

NOTES: