

Academic Advisor Recommendation Form – J-1 Academic Training

Academic Training (AT) is an off-campus work authorization for students in J-1 status. AT allows students to work in a position directly related to their field of study and suitable for their education level. All work authorization must be approved through the Center for Global Education (CGE) *before* work begins. An academic advisor's assessment of the appropriateness of the training and the relevancy to the academic program is required by federal immigration regulations. Please provide the information below so that CGE staff can complete this review process and make a determination on AT eligibility.

Part One: To be completed by Student

Student Name: _____ Student ID Number: _____

Major/Program of study listed on DS-2019: _____ DS-2019 program end date: _____

I am applying for: Post-completion AT (training that will take place after I finish my J1 program of study)

 Pre-completion AT (training that will take place before I finish my J1 program of study)

Have you received AT before? Yes No If yes, what were the dates? _____

Part Two: To be completed by Boise State Academic Advisor and Student (together)

Employer/Company Name: _____

Address of the Employer/Company: _____

Requested start date: _____ Requested end date: _____ Number of hours per week: _____

What are the goals and objectives of the training program? Please be more specific than just "professional experience".

How does the training, as described on this form and in the offer letter from the employer, relate to the major/program of study (listed above)?

Why is the training an integral or critical part of the academic program of this student?

Academic Advisor Attestation & Signature

I have reviewed the information presented in this request, as well as the student's offer of employment. I have determined that the goals and objectives of the training are appropriate; that the training is directly related to the student's major field of study; and that the training is an integral or critical part of the academic program.

Name and Title (please print): _____

Signature: _____ Date: _____

Student's J-1 Academic Training Application & Agreement

I am submitting the following with my J-1 Academic Training Application:

- 1) Offer letter from my employer, containing the following information:
 - Job title
 - Brief description of job duties
 - Brief description of goals and objectives of your training or employment
 - Name, title and contact information for supervisor
 - Job site location (full address)
 - Dates of employment (start date and end date)
 - Number of hour per week
 - Compensation information (salary, benefits)
- 2) Academic Advisor Recommendation Form – J-1 Academic Training
- 3) Approved Boise State University Internship Application form (required only for pre-completion AT)

I verify that I understand and will comply with the following AT regulations:

The AT that I am requesting is for a position directly related to my field of study at Boise State University

Any change in employers must be requested and approved in advance, and I cannot have a gap in employment

I will notify the Responsible Officer on my DS-2019 within 10 days of any change of address, phone number, or if I choose to end my J-1 program early

I will maintain health insurance for me and my J2 dependents throughout the AT period, as required in the J1 regulations, including:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Medical evacuation to the home country in the amount of \$50,000
- Deductible not to exceed \$500 per accident or illness

Student Name (please print): _____

Signature: _____ Date: _____