



J-1 Student Academic Training (AT) Request

How to Apply

1. Obtain an official, signed employment offer letter, which clearly specifies the following items:
 - a. First and last name of student
 - b. Employer's name and address
 - c. Job Title
 - d. Specific Job duties
 - e. Dates of Employment
 - f. Anticipated working hours per week
 - g. Compensation
2. Complete Section A 'Student Info,' Section B 'Employer Info'; and sign Section E 'Student Acknowledgment'
3. Have your Academic Department complete recommendation and sign Section C
4. Complete Section D and attach proof of finances if you are requesting post-completion AT
5. Submit the complete AT application during walk-in advising or via appointment with an ISSS advisor, at least two weeks before your job start date.
6. Wait for new DS 2019 at current ISSS processing time; Pick up new DS-2019 with AT authorization

A. STUDENT INFORMATION <i>(To be completed by student)</i>	
Surname/Family Name(s):	Given/First Name:
UCSC Student ID:	UCSC Field of Study/Department:
Level of Study: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Non-Degree EAP	
Type of AT (check one): <input type="checkbox"/> Pre-Completion (Employment BEFORE completion of studies) <input type="checkbox"/> Post-Completion (Employment AFTER completion of studies)	
I have applied for AT before (check one): <input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," indicate how many weeks/months of AT you worked:

B. EMPLOYMENT INFORMATION	
Site of Academic Training (Company/Employer Name):	
Site of Academic Training Address:	
Supervisor's Name (First/Last):	Supervisor's Phone & Email:
Employment Start Date:	Employment End Date:
Number of hours per week:	Pay (check one): <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

**C. ACADEMIC DEPARTMENT RECOMMENDATION** *(To be completed by Academic, Department, or Faculty Advisor)*

Please describe the goals and objectives of this training and how it is an integral or critical part of the student's academic program:

By signing below, I certify that this work experience is related to the student's field of study or major and recommend the aforementioned AT period be authorized.

Advisor's Signature:	Date:
Advisor's Name (Print):	

D. FINANCIAL VERIFICATION

(For Post-Completion AT or AT Extension Requests only, if AT payment does not meet the requirement below)

Required Amounts: Self = \$1,800/month; J-2 Spouse = \$1,000/month; J-2 Child = \$500/month

Source(s) of Funding	Amount in USD	Required Documents
<input type="checkbox"/> Personal / Family / Individual	\$	Copies of bank statement(s) dated within last 6 months OR official stamped bank letter(s) dated within last 6 months.
<input type="checkbox"/> UCSC	\$	Copies of signed offer letter or award letter, printed on University letterhead. Must include the position and salary information from a UCSC Department or the Graduate Division. Must be dated within the last 6 months.
<input type="checkbox"/> Sponsoring Organization	\$	Copies of: Official, signed award letter(s) or other documentation dated within the last 6 months. Must specify the amount and duration of support.
Total Financial Support	\$	

E. STUDENT ACKNOWLEDGEMENT

I hereby confirm the above information is complete and accurate. During the authorized Academic Training period, I understand that I am required by the U.S. Department of State to continue to have health insurance coverage in order to maintain my J-1 status. If there are any changes to my Academic Training employment or health insurance I will notify an ISSS International Student Advisor immediately.

Minimum Health Insurance Requirements: Medical benefits of at least \$100,000 per accident or illness; repatriation of at least \$25,000; medical evacuation of at least \$50,000; and a deductible not to exceed \$500 per accident or illness.

Student Signature:	Date:
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