



# Academic Training (AT) Application

INTERNATIONAL STUDENT & SCHOLAR SERVICES

## STUDENT INFORMATION

LAST/FAMILY NAME, capitalized \_\_\_\_\_

First/Given Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Academic Degree Level \_\_\_\_\_

Academic Department \_\_\_\_\_

Date expected to complete all coursework for degree program \_\_\_\_\_

Date expected to complete all degree requirements for graduation \_\_\_\_\_

Employer/Company Name \_\_\_\_\_

Job Title \_\_\_\_\_

Have you had AT authorization before?  Yes  No  
If yes, number of months used? \_\_\_\_\_

AT Start Date \_\_\_\_\_

AT End Date \_\_\_\_\_

Employer Address →

Street Name and Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

I certify that I understand that AT must be related to my field of study and I will maintain my J-1 Exchange Visitor status while engaged in AT.

STUDENT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO THE ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor, Department Chair, or Dean.

Academic Training (AT) is an employment option available to J-1 students when the employment is directly related to the major area of study. ISSS facilitates the AT application process and final authorization. It is the student's responsibility to ensure that the application and department letter are submitted at least two weeks in advance of the program completion date.

Briefly describe in an attached letter (on department letterhead) the goals and objectives of the proposed training program as well as how the training relates to the student's field of study, and why it is an integral part of the student's academic program.

The student named above:

- is in good academic standing at Vanderbilt University  Yes  No
- is enrolled in a full course of study  Yes  No
- is making reasonable progress toward academic program completion  Yes  No
- has departmental approval to engage in AT  Yes  No

ADVISOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADVISOR Name & Title: \_\_\_\_\_