



DEFINING AT

AT is authorization to participate in training off-campus (be it paid or unpaid). Academic training is work, training, or experience directly related to a student's major area of study. AT may involve sequential or simultaneous activities, with several employers, provided the application and approval procedures are followed for each employer and activity, and the time limits are not exceeded. ISSS facilitates the AT application process, and final authorization. It is the student's responsibility to ensure that the application is submitted at least two weeks before the program completion date.

STUDENT ELIGIBILITY

- The J-1 Student must be in good academic standing.
- AT must be with a specific employer or training site, and be directly related to the major field of study listed on the DS-2019.
- Student must receive written approval in advance from their International Student Adviser before beginning the training.
- Unpaid academic training is authorized only prior to completion of the program, unless the training is significant part of the field and that adequate funding can be provided to cover all expenses.
- AT can only be authorized by the program sponsor (Vanderbilt, Department of State, Fulbright, USAID, etc.)

APPLICATION PROCESS

In order to apply for AT, *you must schedule an appointment with an ISSS Adviser*. Bring the following documents to your appointment:

1. Valid passport
2. Form DS-2019
3. [Academic Training \(AT\) Application Form](#) completed by Academic Adviser, Department Head, or Dean
4. Academic letter (on department letterhead) stating 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.
5. A job offer from your prospective employer which specifies the following in the body of the letter:
 - a. Salary
 - b. The location (street address) of employment
 - c. Name of supervisor
 - d. Description of training program
 - e. The beginning and ending dates of employment
 - f. Number of working hours per week
6. Once the training is complete, you must complete the online [Academic Training \(AT\) Evaluation](#)

TIME LIMITATIONS

- Students in degree programs are permitted an overall limit of 18 months AT.
- Students for postdoctoral training after completion of a U.S. degree the overall limit is 36 months. A new DS-2019 must be issued for the second 18 months.
- Non-degree students are limited to total stay of 24 months, including all study time plus any authorized academic training.
- The total period of authorized academic training must not exceed the time enrolled as a full-time student.
- Students must have an academic training offer and the training must be authorized within 30 days after completion of studies.
- All AT is counted as full-time, even if employment is on a part-time basis.

AT AUTHORIZATION

ISSS authorizes AT provided eligibility is established, ISSS notes AT authorization by letter, and notation on DS-2019 if new form is needed; no Employment Authorization Document card from Immigration is required.