

J-1 students applying for pre-completion or post-completion Academic Training (AT) should discuss the job opportunity with a staff at the Office of Global Initiatives (OGI) before they submit this application. **DO NOT HANDWRITE.**

## **DEFINITIONS**

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**Pre-Completion AT** is employment in your field of study *before* you complete your degree.

**Post-Completion AT** is employment in your field of study *after* you complete your degree.

## **ELIGIBILITY**

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- ✓ You must apply for AT before your program end date
- ✓ You must be in good academic standing.
- ✓ The proposed employment must be directly related to your major field of study.
- ✓ Employment must be authorized in advance.
- ✓ You must maintain health insurance coverage for yourself and any dependents. Your coverage must meet the minimum requirements set by Department of State.
- ✓ Your primary purpose in the U.S. must be to study

## **APPLYING FOR PRE- OR POST-COMPLETION AT**

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In order to apply for AT you must submit the following documents to the OGI:

- ✓ Academic Training application form
- ✓ Money order for NJIT processing fee of \$200, payable to New Jersey Institute of Technology (for degree students applying for post-completion only)
- ✓ A letter from your academic adviser on departmental letterhead recommending academic training. This letter must:
  - Confirm that you are in good academic standing and explain how the training is directly related to your field of study.
  - Describe the goals and objectives of the specific academic training program.
  - Include a description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training.
- ✓ A copy of your offer letter that includes your salary on the employer's letterhead
- ✓ Proof of funding if the job offer is unpaid or doesn't pay at least \$2000/month
- ✓ Proof of insurance for the duration of the AT authorization

## **IMPORTANT INFORMATION**

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Processing time is up to 7 business days. If approved, OGI will issue a new DS-2019 with the AT recommendation.



Office of Global Initiatives  
**ACADEMIC TRAINING FORM for  
 J-1 STUDENTS**

**PERSONAL INFORMATION**

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Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_@njit.edu Major: \_\_\_\_\_ Today's date: \_\_\_\_\_

**ACADEMIC TRAINING INFORMATION**

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Select the appropriate type of AT you would like to apply for:

Pre-completion (before you finish your program at NJIT)		
	Start date	End date
Part time		
Full time		

Post-completion (before or after you finish your program at NJIT)		
	Start date	End date
Full time		

**Choosing your AT Post-Completion dates:** Your start date can be as early as one day after the expected date of completion of studies or any other date within the 30 days following it. The total time of academic training authorized cannot exceed the total duration of your program of study, with the exception of doctoral students who are limited to 36 months of AT. AT can be authorized for up to 18 months at one time. Note that part time academic training is counted as full time.

**Provide information about your future employer:**

<b>Name of Supervisor</b>	
<b>Supervisor Telephone Number</b>	
<b>Supervisor Email Address</b>	
<b>Site of Academic Training Name</b>	
<b>Site of Academic Training Address</b>	
<b>Number of Hours Per Week</b>	

*Required signatures*

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Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Academic Adviser Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE OF GLOBAL INITIATIVES ONLY</b>	
Received on _____ by _____	Banner entered on _____ by _____