



Office of International Education
Steps for J-1 Academic Training

According to federal regulation, in order for a J-1 student to engage in academic training, the student must have a job offer and the following information must be provided by the student's academic advisor. Please contact the Office of International Education regarding any questions pertaining to either the Academic Training Form or J-1 regulations.

This form should be completed and signed by the student's academic advisor.

Student's Name: last first Date

Student Birthday (mm/dd/yyyy) SEVIS ID # N

Phone () E-mail @vcu.edu

Academic Adviser's Name: last first

Description of Training Program:

Location of Training Program:

Name of Training Supervisor: last first

Address of Training Supervisor:

Number of hours per week student will have training: part-time (20 hours or less) full-time (21 hours or more)

Begin Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy)

(over)

Updated 2006

Please describe in as much detail as possible the goals and objectives of this specific training program.

Please explain in detail how the training relates to the student's major field of study and why it is an integral or critical part of the student's academic program.

As the academic advisor for the student named above, I certify that I have read the offer letter from the student's prospective employer and that, to the best of my knowledge, the information provided on this form is true and accurate. I recommend that the requested period of academic training be granted.

Signature _____ Date _____

Department _____ E-mail _____