Check List for Academic Training Applications
for J-1 Students Issued a DS-2019 by Brandeis

J-1 students sponsored by Brandeis applying for Academic Training (or AT) can use the following list when preparing their applications. Incomplete applications (with one or more of the below items missing) will not be accepted. Please note that if Brandeis University did not issue your DS-2019, you will need to obtain AT work authorization from your visa sponsor. Please note that some sponsoring agencies restrict or do not allow Academic Training.

The ISSO strongly recommends all J-1 students interested in applying for AT first log on to the on-line AT workshop or attend an in-person employment workshop.

The in-person workshop schedule can be found on the ISSO website.

TO SUCCESSFULLY SUBMIT YOUR ACADEMIC TRAINING APPLICATION, PLEASE USE THIS CHECKLIST:

- Read the AT Information on the ISSO website: (http://www.brandeis.edu/acserv/isson/current/employment/at/index.html)
- Get a job / internship / practicum that is related to your major field of study
- Refer employer to AT sample offer letter
- Obtain a SIGNED and dated job offer letter from your employer on employer letterhead which includes the following information:
  - Job title
  - Job duties
  - Specific employment start and end dates
  - Number of hours you will work per week
  - Name and address of your direct supervisor
  - Salary (evidence of ability to support yourself on post-completion AT; a minimum of $2,200.00 per month)
- If your position is unpaid, acquire proof of $2,200 per month for the length of the job/internship
- Complete Academic Advisor’s Form for AT. You will complete Section 1 and provide specific comments as to how the work opportunity relates to, and will benefit your major field of study. Your Academic Adviser will complete Section 2.
- Submit your job offer letter, Academic Adviser’s Form, proof of finances (if unpaid), and current Form I-94 to the ISSO Online Academic Training Application.

An ISSO advisor will then determine if your request complies with immigration regulations related to AT. If the ISSO advisor approves your AT application, the details of your AT employment will be submitted to SEVIS and a new DS-2019 with the AT authorization and a letter to your AT employer will be issued to you within 7-10 business days (depending on the volume of work at the ISSO).

Please feel free to contact the ISSO with any questions concerning your AT application.

International Students & Scholars Office l Brandeis University
415 South Street l Kutz 215, MS 040
Waltham, MA 02453
phone: (781) 736-3480 l fax: (781) 736-3484
www.brandeis.edu/isson l isso@brandeis.edu

2/27/18