



This form is to be used for continuing U-M sponsored J-1 students (item #2 of your DS-2019 must indicate U-M) to request [Academic Training \(AT\)](#).

You must meet with an International Student and Scholar Advisor (ISSA) to submit this request.

LAST NAME	FIRST NAME	MIDDLE NAME	UNIQNAME	UMID #
DATE OF BIRTH (mm-dd-yyyy)	GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	NUMBER of J-2 DEPENDENTS	TELEPHONE	SEVIS ID # N
DELIVERY METHOD <input type="checkbox"/> PICK-UP (If someone else will pick up for you, his/her name is: _____) <input type="checkbox"/> SHIP (See " SHIPPING OPTIONS ") : <input type="radio"/> eShip Global <input type="radio"/> U.S. Mail				

Complete this section. The information must be written exactly as it is in the offer letter from your employer.

1. Requesting: Pre-completion AT Post-completion AT
2. Employer name: _____
3. Employer address (include street, suite if applicable, city, state, and zip code):

4. Job title: _____
5. Supervisor name: _____
6. Academic Training dates: _____ to _____
7. Hours of work per week: _____
8. Salary/income from entire AT period: \$_____
9. Have you completed your degree? Yes / No
10. If yes, what was the date of completion? _____
11. If no, what is your expected date of completion? _____
12. Degree Level: Bachelor's Master's Doctoral Other
13. Major Field of Study: _____
14. Previous periods of Academic Training: _____ to _____ Employer: _____
 _____ to _____ Employer: _____
 _____ to _____ Employer: _____

Training Objectives:

In a few sentences, please describe your training objectives while on Academic Training. This information can be found on the employment offer letter.

(continued on page 2)



Important notes. Please read.

- You should begin engagement of your AT activity within 30 days of completion of your degree.
- You may not begin employment until you AT letter has been issued.
- AT authorization may not exceed 18 months. If you are eligible for a second 18-month period, it will be granted near the end of the first 18-month period.
- If you wish to extend your AT or change employers in the future, you will follow the same procedure; make request in a timely manner.

Checklist of required documents.

- Copy of your passport page(s) showing your picture, biographical information, and its expiration date
- Copy of paper or print-out of electronic Most Recent [I-94](#)
- Copies of your current and all previous Forms DS-2019
- An unofficial transcript downloaded from [Wolverine Access](#)
- [Employment offer letter](#)
- [Academic Advisor Letter of Recommendation](#)
- If you are requesting post-completion AT, submit a completed [Financial Resources Statement](#) and supporting financial documents.

Read the statement below, sign and date.

- *I certify I have read the request form instructions and information in full.*
- *I certify the information I have provided is, to the best of my knowledge, accurate.*
- *I understand I (and any J-2 dependents) must have U-M approved health insurance for the duration of my J-1 status.*
- *I understand I must report any address changes, current (U.S.) or permanent (out of U.S.), through Wolverine Access within 10 days of the change.*

Signature _____ Date _____

Please do not staple forms.