



## J-1 STUDENT ACADEMIC TRAINING APPLICATION

A J-1 student is eligible to engage in Academic Training (AT) while enrolled in school or after the completion of a program if the sponsor deems the specific opportunity to be directly related to the field of study as listed on the DS-2019. If you are on a J-1 student visa and CWRU has issued your DS-2019, please follow the instructions below. If your DS-2019 has not been issued by CWRU, you will need to contact your sponsor directly regarding your AT eligibility.

### ELIGIBILITY CRITERIA

- The application must be submitted at least **2 weeks** prior to the completion of the current DS-2019
- We are not able to provide AT authorization **after** the DS-2019 end date has passed.
- AT may be either paid or unpaid.
- The start date for your AT must be within 30 days of your program completion date (*for post-graduate AT*).
- You may work for more than one employer but each employment requires a specific AT application and authorization.
- **Undergraduate and Master Level Students:**  
The total training period cannot exceed the amount of time spent in a full course of study or 18 months, whichever is shorter. AT used at any other institutions or in a prior program all counts toward the total allowable authorization.  
Example: Student uses 12 months at the undergraduate level and continues for a Master's program. Only 6 months of AT authorization are available for the Master's program.
- **Doctoral Students:**  
Students who have completed doctoral programs may be authorized for up to 36 months to engage in postdoctoral research training.
- All AT is considered full-time, even if training is conducted as part-time. Example: Student uses part-time AT for 3 months before graduating from a 4-year program. The student has 15 months of (full or part-time) AT remaining after graduation

### INSTRUCTIONS & PROCEDURE

1. Obtain an offer letter for Academic Training. The offer letter must include the following details:
  - a. Physical location of Academic Training
  - b. Supervisor name and contact information
  - c. Number of training hours for each week
  - d. Training start and end date
  - e. A brief description of duties
2. Work with your faculty advisor here at CWRU to complete the attached application.
3. Log into Terra Dotta and start the application. You can access the application [here](#). If you are still an enrolled student at CWRU, you can use Single Sign-On. If you have graduated, send an e-mail to [international@case.edu](mailto:international@case.edu) to request login credentials.
4. In Terra Dotta, you must submit:
  - a. A copy of this application
  - b. Offer letter
  - c. Payment of CWRU's AT Processing Fee
  - d. If you are requesting **unpaid** Academic Training to begin after completing your studies, you must also upload financial documentation proving that you can cover the cost of your living expenses for this extended period. This step is not required for paid Academic Training.

**Once you submit your completed application, an advisor will review your materials within 3-5 business days and issue a new DS-2019 with extended program dates and Academic Training authorization.**



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### J-1 STUDENT PERSONAL INFORMATION

Last Name/ Family Name	First/Given Name	Academic Department at CWRU
Program Completion Date (as printed on the DS-2019)	The student wishes to participate in Academic Training:	
	<input type="radio"/> PRIOR to completion of study <input type="radio"/> AFTER completion of study	

### DESCRIPTION OF TRAINING PROGRAM

To be completed by the Faculty Advisor or Dean:

Name of Training Site	Student's Job Title	Training Start and End Date (MM/DD/YY format)
		-
Street Address	City	State and Zip Code
Name and Title of Training Supervisor		Number of Training Hours per week
Supervisor Phone Number	Supervisor Email Address	

Please list objectives and goals for the training program:

How does the training relate to the student's major field of study as listed on the DS-2019?:

Why is the training an integral or critical part of the academic program of this student?:

### SIGNATURES

Academic Advisor/Dean's Signature	Date
Student's Signature	Date