



J-1 Academic Training Request Form

International Student & Scholar Services (ISSS)

STUDENT INFORMATION

Student Name	
CWID/SEVIS ID	
Email Address	
Phone Number	
Expected Graduation Term (Semester & Year)	
Type of Academic Training Requested (Pre vs. Post-Completion)	

EMPLOYER INFORMATION

Start Date:	End Date:
Employer	
Position Title	
Employer Address	
Employer City	
Employer State	
Employer Zip Code	

ACADEMIC ADVISOR INFORMATION

Advisor's Name	
Advisor's Contact Information	
Advisor's Signature	

REQUIRED DOCUMENTS Submit the J-1 Academic Training Request Form with the following documents to iss.application@stevens.edu:

- Academic Advisor Recommendation Letter
- Letter of Expected Completion if the request for academic training is after completion of studies.
- Proof of financial support if employment is unpaid.
- Proof of continued health insurance during the training program for you and any J-2 dependents

As a reminder, employment cannot commence until authorized to do so within the authorized dates.

I have read and understand the rules and regulations pertaining to Academic Training, and I confirm that I am clear about the requirements pertaining to my employment options.

Signature _____

Date _____