Submitting a Request for Academic Training

Overview

This page explains how to apply for Academic Training (AT). AT gives J-1 students the opportunity to explore internships, field studies or practicums upon completion of their exchange. To be in compliance with Federal regulations, 22 CFR 62.23(f), the training must be directly related to the field of study listed on the student's Form DS-2019.

For help with this process, please contact International Programs at international@uwf.edu.

Instructions

Determine if you are Eligible for Academic Training

To be eligible for AT, you must

• be in good academic standing with UWF
• be in the U.S. primarily to study rather than engage in academic training (The AT may begin after your program end date, but not later than 30 days after completion of your program of study.)
• participate in academic training that is directly related to the field of study on your Form DS-2019
• receive written approval in advance from your academic advisors and International Programs advisor

Complete the Academic Training Form

The Academic Training Form is completed by you, your academic advisor at UWF and your academic advisor at your home institution to verify that the training meets the requirements for AT. The form can be downloaded below.

Complete Part 1 of the Academic Training Form

You enter your personal information and details of the training.

Training details include:

• Training site name and address
• Semester
• Start and end date
• Contact information for your supervisor: name, email and phone number

Indicate if the training is paid or unpaid.
Submit the form to your Academic Advisor at UWF

Your academic advisor at UWF completes and signs Part 2, verifying how the training is related to your field of study.

Submit the form to your Academic Advisor at your Home Institution

Your academic advisor at your home institution completes and signs Part 3, verifying that the training is related to your field of study.

Submit the Academic Training Form

Submit the completed form to international@uwf.edu or drop it off at the International Center. International Programs will review your documentation, extend your program and issue a new DS-2019 with an updated end date and authorization for academic training.