Academic Training Requirements

1. Academic training must relate to the field of study.
2. The student must be in good academic standing at Truman State University.
3. Exchange students attending Truman for one semester are eligible for up to 18 weeks of academic training. Exchange students attending Truman for two semesters are eligible for up to 36 weeks of academic training. THERE ARE NO EXTENSIONS BEYOND THIS PERIOD OF TIME.
4. Students attending Truman on a DS-2019 from another sponsoring organization, such as ISEP, must follow the rules of that organization as they pertain to Academic Training.
5. The student must receive written authorization from a Responsible Officer (Bri Rhodes or Melanee Crist) prior to beginning academic training.
6. Academic Training must be authorized prior to completion of study or within the 30 days following completion of study. The Responsible Officer may not certify Academic Training later than 30 days after the semester ends.
7. Students must provide documentation of financial support for the duration of Academic Training.
8. Students must continue coverage with Lewer international student insurance in order to comply with U.S. laws. Students who can provide proof of insurance through their employer will only be required to enroll in Medical Evacuation and Repatriation coverage through Lewer.
9. The student does not have to begin work within the 30 days following the end of the semester. Academic training may begin within the “reality of the workplace”. However, the Academic Training must begin before the end of the next semester.
10. The dates on the DS-2019 must be valid for the entire period of academic training (example attached). It is the student’s responsibility to request a new DS-2019 if one is necessary.
11. If a new DS-2019 must be issued to cover the dates of academic training, the student must apply for and receive a new DS-2019 before the old one expires.
12. The student must keep Truman State University informed of a current address at all times during academic training, as the student remains under the official supervision of Truman State University until the completion of Academic Training.
13. When requesting Academic Training, the student must complete the J-1 Academic Training Application Packet.
14. The Academic Training Application must include a job offer letter on company letterhead, signed by an authorized company representative, with the following information:

- Job Title
- Job Duties
- Beginning and Ending Dates of Employment
- Name of Employer
- Address of Employer
- Name of Immediate Supervisor
- Address & Phone Number of Immediate Supervisor
- Statement as to whether the employment is full time or part time
- Wages or other compensation for services (i.e. car, apartment, insurance, etc.)

Upon receiving the Academic Training Application, the J-1 Responsible Officer will determine if the proposed academic training relates to the student’s major and meets all criteria for academic training.

If approved, the Responsible Officer will then issue a new DS-2019 with Academic Training notation and a letter of academic training approval. These are used as your legal work permit. The student is responsible for obtaining his or her own employment for academic training.

**Academic Training does not have to begin within 30 days. It may begin later if approved by the International Student Advisor. ACADEMIC TRAINING (INTERNSHIP) FOR THE J-1 STUDENT**
**Application Instructions**

The application process includes steps 1-5:

**Step One:** Contact the ISAO to evaluate your eligibility for Academic training.

**Step Two:** Pick up the application packet at the International Student Affairs Office.

**Step Three:** Prepare the following materials in the order outlined below. Submit the complete application to the ISAO.

- **Job Offer Letter:** A **signed** letter from your employer on **company letterhead** which states the duties of the job, your job title, the beginning and ending dates of employment, the name of the employer, the address of the employer, the Name of the Immediate supervisor, the address and phone number of supervisor, a statement of whether it is full or part-time, and wages or other compensation for services.

- **Completed SEVIS Release form:** See form attached on last page of this packet.

- **Immigration Documents:** Photocopy of most recent DS-2019 form.

- **Proof of continued financial support –** You must provide proof of access to at least $800 per month. This can be in the form of employer salary verification, a bank statement with your name on it, or a bank statement from another individual who has completed and signed the certificate of financial support.

- **Proof of continued insurance coverage.** Students without insurance coverage through their employer will continue coverage with Lewer. Students who can provide proof of insurance through their employer will only be required to enroll in Medical Evacuation and Repatriation coverage through Lewer.

**Step Four:** Return to ISAO on the third day after submitting your application. The ISAO will review your application and submit a recommendation for your J-1 Academic Training by updating your record in SEVIS. The ISAO will issue an approval letter for Academic Training.

**IMPORTANT:** IF YOU ARE NO LONGER IN KIRKSVILLE MAKE SURE OFFICE HAS CURRENT CONTACT INFORMATION SO WE CAN SEND THESE DOCUMENTS TO YOU ASAP!

**Step Five:** The ISAO will provide the student with the proper documentation and photocopy application documents to place in student’s file.
Certificate of Financial Support

As an international student applicant, you are required by United States federal regulations to certify that you have guaranteed funds to cover all expected expenses at Truman State University for your first academic year. Additionally, funds for your subsequent years of study at Truman State University must be projected. The following table needs to be completed by you, indicating the amount of funds available to you and where these funds come from. If you are being supported by a sponsor, your sponsor must complete and sign the "sponsor information" portion. See reverse side for more detailed instructions.

Student’s Family/Last name ___________________________ Student’s Given/First name ___________________________ Student’s Middle name ___________________________

FRESHMAN APPLICANTS: Provide information for all four years. TRANSFER APPLICANTS: Provide information for at least two years. EXCHANGE APPLICANTS: Provide information for length of exchange.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Assured Support</th>
<th>Projected Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First year</td>
<td>Second year</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
<tr>
<td></td>
<td>U.S. $</td>
<td>U.S. $</td>
</tr>
</tbody>
</table>

*THE COMBINATION OF ALL BANK STATEMENTS, AWARD LETTERS, AND APPENDICES MUST SHOW A TOTAL AMOUNT EQUAL TO OR GREATER THAN THE ESTIMATED ANNUAL STUDENT EXPENSES FOR EACH YEAR OF STUDY.

**Sponsor Information**

I certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as required.

Signature of Sponsor ___________________________ Sponsor’s Printed Full Name ___________________________ Date ___________________________

Sponsor’s Relationship to Student ___________________________ Sponsor’s Employer ___________________________ Sponsor’s Job Title ___________________________

Sponsor’s Address ___________________________ City ___________________________ Country ___________________________

Sponsor’s E-mail address ___________________________ Sponsor’s Fax Number ___________________________ Sponsor’s Phone Number ___________________________

*If your sponsor has a U.S. address, please have the sponsor complete an I-134 Affidavit of Support, available at www.uscis.gov and enclose it with this form.*
Certificate of Financial Support Instructions

International applicants requiring visas to attend Truman State University must certify sufficient funds—exclusive of travel costs—to cover tuition and fees, books and supplies, living expenses, and medical insurance for themselves and any dependents. Only applicants holding or intending to hold an F-1 Student or J-1 Exchange Visitor visa must complete the Certificate of Financial Support form and submit required documents. A Certificate of Eligibility (Form I-20 or DS-2019) will not be issued until this information is provided. Please complete the form on the reverse side and attach any required documents as described below. All bank statements must be current (issued within last three months). Award letters and affidavits must be signed and dated. Give all amounts in U.S. dollars and have your sponsor complete and sign the sponsor section. Incomplete forms will not be accepted.

Financial Information Instructions

1. **Self Support:** If you have personal savings and intend to use this money for all or part of your financial support, print the name of your bank and indicate the amount of funds you will use each year. An official statement from your bank on their official stationery must be enclosed. The statement should verify the amount of money (in U.S. dollars) you have on deposit at the bank, and the length of time this account has been open.

2. **Parents or Individual Sponsors:** If your parents or other individuals are willing and able to sponsor all or part of your educational expenses, you should print the name of their bank and indicate the amount of funds they will make available to you each year. An official statement from the sponsor’s bank on their official stationery must be enclosed. Also, please submit a separate letter from the sponsor verifying the amount of money (in U.S. dollars) the sponsor has on deposit at the bank.

3. **Your government or another Sponsoring Agency:** If you will be sponsored by your government, an international organization or foundation, or another agency, you should print the name of the agency and indicate the amount of funds they will make available to you each year. A signed copy of your award letter on the government’s or agency’s stationery detailing the terms and amount of your award must be enclosed. This letter should provide the following information:
   - Will the sponsoring agency pay your expenses for tuition and fees? If yes, should the agency be billed directly? To whom and what address?
   - Will the sponsor provide you with living expenses? If yes, how much?
   - For how long is the sponsorship available?
   - Will the agency be willing to provide you with extra support should your spouse or children (if applicable) accompany you? If yes, how much?

4. **Other:** If you have another source of support not included above, you should specify who is providing the support and indicate the amount of funds they will make available to you each year. (For example, some applicants intend to stay with friends or family who live close to Truman State University and, therefore, these friends or family contribute to the applicant’s support.) If you have other such sources of support, each sponsor must complete a separate Certificate of Financial Support.

**Total:** The combination of all bank statements, award letters, and affidavits must show a total amount equal to or greater than Truman’s total fees for each year.

Accompanied by spouse and/or dependents: If you wish to be accompanied by your family during your studies, you must provide verification of additional funds before we can authorize any family member to accompany you. For each person accompanying you, you must show evidence of an additional $6000 of financial resources per year. You will be required to purchase health insurance for each dependent. Please indicate on a separate piece of paper the name(s), birthdate(s), place(s) of birth, and relationship to you for each dependents.
International Student Insurance Application for J-1 Academic Training

J-1 students are required to be enrolled in insurance. J-1 students who have completed their Truman program and plan to participate in Academic Training will continue to subscribe to the mandated international student insurance policy. Students who can provide proof of insurance through their employer will only be required to enroll in Medical Evacuation and Repatriation coverage through Lewer:

1. Agree to coverage of a minimum of 6 months duration to begin on the day after the previous enrollment in the policy expired, if that date is no more than 30 days previous to the first day of the semester, or on the first day of classes of the current semester if previous enrollment in the policy is more than 30 days prior to the start of the semester.
2. Students who will only have three months of Academic Training may apply for a reduction of three months of insurance coverage.
3. When notified the international student insurance charge has been posted to the student account, pay this charge in full within 5 days of the notice.
4. Agree that subsequent enrollment in the international student insurance policy is dependent upon submission of a new enrollment form every 6 months. No notice or automatic renewal will be issued.

Student ID Number
Name
Address
Phone
Email
Country of Citizenship
Gender
Beginning Date of J-1 Academic Training
Ending Date of J-1 Academic Training
Last Date of Attendance at Truman

Signature: Date:
Sample Work Permit Letter

International Student Affairs Office
(660) 785-4213
(660) 785-5395 FAX
http://iso.truman.edu
internat@truman.edu

Kirk Building 120
100 East Normal
Kirksville, MO 63501-4221
USA

TRUMAN
STATE UNIVERSITY

J-1 Exchange Student Academic Training
Work Permit

Date: July 3, 2007

Employer: Company ABC

Address: 1500 Austin Street
Houston, TX 77002

Supervisor: James Smith – Phone 111-111-1111

Student: Jane Student

This is to certify officially that this student in J-1 exchange student status at Truman State University has permission to accept employment at the above noted employer for the period of time from: July 3, 2007 – February 28, 2008

During this time the student may work full-time in employment related to the major of: Business Administration.

Certified by: 
Melanie Crist, J-1 Responsible Officer
Truman State University

Certified on: 
July 3, 2007

How to Find an Internship for J-1 Student Academic Training
Before you leave your country:

- Contact any friends, relatives or business acquaintances who work in the U.S. They are an important resource in locating an internship. This is called networking.
- Ask your school administrators and faculty for alumni connections in the U.S.
- Compile a list of companies in your country who have branch offices or affiliates in the U.S.
- Compile a list of American companies who have branch offices or affiliates in your country.
- Ask your school for a list of companies where past exchange students have interned.
- Inform all the above of your plans to study in the United States and your need for internship experience following the period of study.

Once in the U.S.:

- Begin actively seeking an internship immediately upon arrival.
- Contact all the above once you are in the United States. Make this a formal request for an internship complete with your cover letter and resume.
- Follow up with these contacts at the midterm seeking interviews.
- Become familiar with the Truman State University Career Center. They have many important resources to aid your search for an internship.
- Write an American style resume. The University Career Center will critique your resume and cover letter.
- Schedule a mock interview. The University Career Center helps you prepare for interviews by allowing you to practice in this interview simulation exercise.
- Attend Career Exposition and other University events where you may meet prospective employers.
- Visit with the International Student Advisor to learn the limitations of your exchange visa status.
- Know your visa status limitations:
  - Academic Training (internship) must be no longer then the time spent at the university. One semester of study equals four months of Academic Training.
  - Academic Training must be approved in writing by the International Student Advisor at Truman within 30 days of the end of the academic semester.
## Previous Exchange Student Internships

<table>
<thead>
<tr>
<th>Employer: Lafarge North America</th>
<th>Employer: Edusoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1400 West 64th Ave. Denver CO, 80221</td>
<td>Address: 208 Utah Street 2nd Floor, San Francisco, CA 94103</td>
</tr>
<tr>
<td>Tel: (303) 657-4000</td>
<td></td>
</tr>
<tr>
<td>Fax: (303) 657-4352</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: Just For Fun Events</th>
<th>Employer: The International Air Cargo Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 9 Canal St., Danvers, MA 01923</td>
<td>Address: General Secretariat: P.O. Box 661510 Miami, FL 33266-1510</td>
</tr>
<tr>
<td>Tel: 1-800-899-6556 ext. 201</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: CKC Woodworks, Inc.</th>
<th>Employer: Chantecaille Beaute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1750 Salzman Ave., St. Louis, MO 63133</td>
<td>Address: 384 Mott Street, New York City, NY 10012 USA</td>
</tr>
<tr>
<td>Tel: (314) 402-0543</td>
<td>T: 212-343-3615 F: 212-343-3853</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: For Dance Inc.</th>
<th>Employer: LANCEL Paris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 161 Sixth Ave. 14th Floor New York, NY 10013</td>
<td>Address: 655 Fifth Avenue; 3rd Floor New York, NY 10022</td>
</tr>
<tr>
<td>Tel: (212) 337-0976</td>
<td>Tel: 212-891-2330</td>
</tr>
<tr>
<td>Fax: (212) 337-0976</td>
<td>Fax: 212-891-2323</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: Scott Cadwell Private Financial Services</th>
<th>Employer: Guggenheim Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 620 Sycamore St. Suite 190 Celebration FL 34747</td>
<td>Address: 125 Park Avenue, 5th floor New York, NY 10017 USA</td>
</tr>
<tr>
<td>T: (407) 566-2237, F:(407)566-1237</td>
<td>Fax: 212-423-3787</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: Cylene Pharmaceuticals</th>
<th>Employer: Merchant publishing, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 11045 Roselle St. Suite C San Diego CA 92121</td>
<td>Address: 34 W. 13th Street Suite B, New York City, NY 10011</td>
</tr>
<tr>
<td>Tel: (858)866-1605</td>
<td>Tele: 212-691-6666</td>
</tr>
<tr>
<td>Fax: (858)866-1609</td>
<td>Email: <a href="mailto:mk@thehitfactory.net">mk@thehitfactory.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: Monaco Govt. Tourist Office</th>
<th>Employer: Clarins Paris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 565 Fifth Avenue, New York, NY 10017</td>
<td>Address: 110 East 59th Street New York, NY 10022 USA</td>
</tr>
<tr>
<td></td>
<td>T: 212-980-1800, F: 212-308-1390</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: Easy Roommate</th>
<th>Employer: GIII Apparel Group LTD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: White Plains, New York 10601</td>
<td>Address: 35th Floor, 512 7th Avenue New York, NY 10018 USA</td>
</tr>
<tr>
<td>Tel: (914)-683-0100</td>
<td>T: 212-403-0800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer: THE7THART</th>
<th>Employer: Marketing Challenges International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 120 Wooster Street, 6th Floor North New York, NY 10012</td>
<td>Address: 10 East 21st Street, Suite 600, New York, NY 10010</td>
</tr>
<tr>
<td>Tel: (212) 431-8289</td>
<td></td>
</tr>
</tbody>
</table>
Employer: Soccer Age Inc.  
Address: 6 East 74th St.  
New York, NY 10021  
Tel: (212) 249-6330  
Fax: (212) 744-4618

Employer: Soccerage.com, Inc  
Address: 6 East 74th St  
New York NY 10021 USA  
Tele: 212-249-6330  
Fax: 212-744-2618

Employer: Marketing Challenges International  
Address: 10 East 21st Street, Suite 600  
New York, NY 10010  
T: 212.529.8484.

Employer: Select Communications  
Address: 131 Varick Street, New York, NY 10013 USA  
T: 212-367-3560 F: 212-929-5678

Employer: Wequassett Inn Resort & Golf Club  
Address: On Pleasant Bay, Chatham, Cape Cod Massachusetts 02633  
T: 508-432-5400 F: 508-432-5032

Employer: Astralwerks Records  
Address: 104 West 29th Street, 4th floor  
New York, NY 10001 USA  
T: 212-886-7528, F: 212-886-7691

Employer: DDB Worldwide Communications Group Inc.  
Address: 200 East Randolph Street  
Chicago, IL 60601 USA  
Tele: 312-552-6505  
Fax: 312-552-2399

Employer: Sunbow Entertainment  
Address: 100 Fifth Avenue, New York, NY, 10011  
T:212-893-1600, F:212-893-1630

Employer: Robert-Bosch Corp.  
Address: 3800 Hills Tech Drive.  
Farmington Hills, MI 48331-3417  
T: (248)553-1473 F: (248) 848-6609  
Fax: 212-699-2799

Employer: Atronic Americas, LLC  
Address: 15500 Greenway-Hayden Loop Ste #1  
Scottsdale, AZ 85260 USA  
Tele: 480-922-0707  
Fax: 480-922-8877

Employer: Banco do Brasil  
Address: One Biscayne Tower Suite 3870

Employer: JRG & Associates  
Address: 110 West 40th Street Suite 203  
New York, NY 10018  
T: 646-366-1396  
F: 646-366-1508

Employer: Wembly International  
Address: 1901 N. Olden Ave. Suite 42  
Weing NJ 08618-2111  
Tel: (609) 538-9445

Employer: Forever Studios Hollywood  
Address: 6000 Santa Monica Blvd.  
Hollywood, CA 90038  
Phone 323-469-1181  
Fax 323-952-9562

Employer: MP3.com  
Address: 4790 Eastgate Mall, San Diego, CA 92121 USA  
Tel: 858-623-7251

Employer: Double A films  
Address: 180 Varick St. 10th Floor, New York City 10014  
Tele: 212-741-8500 Fax: 212-741-0424

Employer: Avant Technology  
Address: 17055 Royal View RD, Hacienda Height, CA 91745  
Tel: (626) 912-2036  
Fax: (626) 912-4956

Employer: Culinary Institute Alain & Marie Le Notre  
Address: 7070 Allenby  
Houston, TX 77022-4322  
Tele: 713-692-0077  
Fax: 713-692-7399

Employer: Middleberg Euro RSCG  
Address: 102 Madison Avenue  
New York, NY 10016 USA  
Tel: 212-699-2500

Employer: Cardmine, The Internet Paper Postcard  
Address: 510 LaGuardia Place  
New York, NY 10012 USA  
T: 212-253-9666

Employer: Diamante Country Club  
Address: 2000 Country Club Drive
<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Tele:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans Sea Transport, INC</td>
<td>1 EastField Drive, (P.O. Box 382)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedford, New York 10506, USA</td>
<td>T: 914-234-9344 F: 914-234-6103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrill Lynch</td>
<td>74-800 Hwy. 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian Wells, CA 92210 USA</td>
<td>Tele: 760-862-1448, 1-888-654-6220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 760-40-4943</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Longchamp USA Inc Miami Office</td>
<td>1401 Brickell Ave Suite 1030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami FL 33131 USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Icat Logistics Inc</td>
<td>7858 NW 71st Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami FL 33166 USA</td>
<td>Tele: 305-599-9116</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 305-599-2551</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raison Pure International Inc</td>
<td>84 Wooster Street Suite 703</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USA</td>
<td>Tele: 212-625-0708</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 212-625-0709</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Alternate Sponsoring Organizations for Internships/Academic Training

Association for International Practical Training (AIPT)
Columbia, Maryland
- AIPT does issue IAP-66 forms for the J-1
- [www.aipt.org](http://www.aipt.org)
- 410-997-2886 410-997-2200
- 410-992-3924 fax
- email is aipt@aipt.org
- This is an assoc. which promotes student exchanges between Europe and the U.S. in the form of internships. The fee is similar but the employer pays.

CIEE: Council on International Educational Exchange
- [http://www.ciee.org/](http://www.ciee.org/)
- Fee of $500 plus.
- May require student to return to home country for a certain period of time (possible 30 days) to obtain new J-1.

- AIESEC, pronounced “eye-sek”, is the largest student-run exchange organization in the world. It was founded in Europe in 1948 and has grown to over 80 countries with over 50,000 members on 700+ university campuses.
- AIESEC’s primary activity is facilitation of work abroad exchange programs between its member countries. AIESEC in the U.S. sends students from the U.S. to work abroad and receives students from around the world to work for companies in the U.S. Our organization is growing year after year as we continually work to improve our services to meet students’ and companies’ needs.

CDS International
- [http://www.cdsintl.org/](http://www.cdsintl.org/)
- This program provides practical training opportunities for young professionals in the United States in the fields of business, technical, engineering, and hotel administration and other fields. Participants must find his/her own internship position with a company in the U.S.
- Pay administrative fee of $500
- Pay for health insurance if necessary
- Secure a practical training position with a company in the U.S.
- Attend a CDS orientation in New York or San Francisco upon arrival

BUNAC: British Universities North America Club
- [http://www.bunac.org.uk/](http://www.bunac.org.uk/)

American-Scandinavian Foundation
- [http://www.amscan.org/training.html](http://www.amscan.org/training.html)
- Scandinavians to the U.S.
- Scandinavians over the age of 21 (In Denmark - must be between the ages of 21-30)
- Young professionals who have completed their formal education and have two years of related work experience in Scandinavia/Europe,
- Students who are currently enrolled in colleges and universities in Scandinavia and need to undertake internships related to their major to meet degree requirements
- Fluent in English at the level required for the position
- Motivated to succeed in their training and committed to contributing their talents and skills to the U.S. host trainer’s operations

Internship – USA
- Internship USA makes it possible for international students and recent graduates to find an internship in their field of study and explore life in the United States with maximum freedom and at minimum cost. Internship USA permits you to work for up to 18 months in an approved internship.
- Internship-USA will help you to prepare for your experience and obtain all the necessary work documents for this program.
I authorize the International Student Office to submit the necessary information to the SEVIS database in order to complete my work permit application. I am aware that once the information has been added to the SEVIS database, it cannot be deleted or changed. All information on this form must be completed for the database to be updated. Upon completing the submission of information for a work permit of any type to the SEVIS database, a new I-20 (for F-1 visa) or DS-2019 (for J-1 visa) will be generated. I will return to the ISAO in three days to sign this new form and finalize my work permit application.

I have the following visa status (choose one)
☐ F-1
☐ J-1
☐ Other _______________

I am applying for one of the following (choose one)
☐ Economic need based off campus work permit (F-1 visa only) Starting Date __________________________ *
☐ Optional Practical Training (F-1 visa only) From ___________ to ___________ *
   Date of Graduation __________________________
   Major __________________________
☐ Curricular Practical Training (F-1 visa only)
   Name of employer (company) __________________________
   Address of employer __________________________
   Name of supervisor __________________________
   Phone number of supervisor __________________________
   Dates of employment From ___________ To ___________
   ▪ Attach job offer letter
   ▪ Attach advisor recommendation
   ▪ Attach proof of enrollment in internship course
☐ Academic Training (J-1 visa only)
   Name of Employer (Company) __________________________
   Address of employer __________________________
   Name of supervisor __________________________
   Phone number of supervisor __________________________
   Dates of employment From ___________ To ___________
   ▪ Attach job offer letter
   * Processing of Application can take up to 120 days

Student name (please print) __________________________
Mailing address after graduation __________________________
Cell Phone __________________________ Phone Number __________________________ Email __________________________

Signature __________________________ Date __________________________

Office Use Only:
Student Account Cleared______
Student Loan Cleared______

Office Use Only:
SEVIS DB Updated___________ Date & Initials