

J-1 Academic Training Application Packet

International Student Affairs Office	100 E. Normal, BH129	(660) 785-4215 Phone	isoo1@truman.edu
Truman State University	Kirksville, MO 63501	(660) 785-5395 Fax	http://truman.edu/international

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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 Lower 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 Lower.
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

International Student Affairs Office
 100 East Normal, Baldwin Hall 129
 Kirksville, Missouri 63501
 USA

<http://iso.truman.edu>
 Telephone: (660) 785-4215
 FAX: (660) 785-5395
 E-mail: intladmit@truman.edu

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.

Source of Funds	Assured Support		Projected Support	
	First year	Second year	Third year	Fourth year
Self Support				
Name of Bank _____	U.S. \$	U.S. \$	U.S. \$	U.S. \$
Parents or Individual Sponsors				
Name of Bank _____	U.S. \$	U.S. \$	U.S. \$	U.S. \$
Your Government or another Sponsoring Agency				
Name of Sponsoring Agency _____	U.S. \$	U.S. \$	U.S. \$	U.S. \$
Other				
Name of Financial Support _____	U.S. \$	U.S. \$	U.S. \$	U.S. \$
Total*	U.S. \$	U.S. \$	U.S. \$	U.S. \$

*THE COMBINATION OF ALL BANK STATEMENTS, AWARD LETTERS, AND AFFIDAVITS 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 dependent.

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) 785-4215
(660) 785-5395 FAX
<http://iso.truman.edu>
internat@truman.edu



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

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

Sample Letter

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:

Melanee 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 than 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

Employer: Address:	Lafarge North America 1400 West 64th Ave. Denver CO, 80221 Tel: (303)657-4000 Fax: (303) 657-4352	Employer: Address:	Edusoft 208 Utah Street 2nd Floor, San Francisco, CA 94103
Employer: Address:	Just For Fun Events 9 Canal St., Danvers, MA 01923 Tel: 1-800-899-6556 ext. 201	Employer: Address:	The International Air Cargo Association General Secretariat: P.O. Box 661510 Miami, FL 33266-1510
Employer: Address:	CKC Woodworks, Inc. 1750 Salzman Ave., St. Louis, MO 63133 Tel: (314) 402-0543	Employer Address:	Chantecaille Beaute 384 Mott Street, New York City, NY 10012 USA T: 212-343-3615 F: 212-343-3853
Employer: Address:	For Dance Inc. 161 Sixth Ave. 14th Floor New York, NY 10013 Tel: (212) 337-0976 Fax: (212) 337-0976	Employer: Address:	LANCEL Paris 653 Fifth Avenue; 3rd Floor New York, NY 10022 Tel: 212-891-2330 Fax: 212-891-2323
Employer: Address:	Scott Cadwell Private Financial Services 620 Sycamore St. Suite 190 Celebration FL 34747 T: (407) 566-2237, F:(407)566-1237	Employer: Address:	Guggenheim Museum 125 Park Avenue, 5th floor New York, NY 10017 USA Fax: 212-423-3787
Employer: Address:	Cylene Pharmaceuticals 11045 Roselle St. Suite C San Diego CA 92121 Tel: (858)866-1605 Fax: (858)866-1609	Employer: Address:	Merchant publishing, Inc. 34 W. 13th Street Suite B, New York City, NY 10011 Tele: 212-691-6666 Email: mk@thehitfactory.net
Employer: Address:	Monaco Govt. Tourist Office 565 Fifth Avenue, New York, NY 10017	Employer: Address:	Clarins Paris 110 East 59th Street New York, NY 10022 USA T: 212-980-1800, F: 212-308-1390
Employer: Address:	Easy Roommate White Plains, New York 10601 Tel: (914-683-0100)	Employer: Address:	GIII Apparel Group LTD. 35th Floor, 512 7th Avenue New York, NY 10018 USA T: 212-403-0800
Employer: Address:	THE7THART 120 Wooster Street, 6th Floor North New York, NY 10012 Tel: (212) 431-8289 Fax: (12) 431-8492 WWW.THE7THART.COM	Employer: Address:	Marketing Challenges International 10 East 21st Street, Suite 600, New York, NY 10010

T:212.529.8484.

Miami, FL 33131
305-358-3586 Phone
305-374-6223 Fax

Employer: Soccer Age Inc.
Address: 6 East 74th St.
New York, NY 10021
Tel: (212) 249-6330
Fax: (212) 744-4618

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employer: Middleberg Euro RSCG
Address: 102 Madison Avenue
New York, NY 10016 USA
Tel: 212-699-2500
Fax:212-699-2799

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

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

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

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

Employer: Diamante Country Club
Address: 2000 Country Club Drive

Hot Springs Village, Arkansas 71909

Employer:

The Institute for International Cooperation
and Development (IICD)

Employer:

Trans Sea Transport, INC
1 EastField Drive, (P.O. Box 382)
Bedford, New York 10506, USA
T: 914-234-9344 F: 914-234-6103

Address:

IICD Michigan
56968 Dailey Road
Dowagiac MI 49047 USA
Tele:
Fax:

Employer:

Merrill Lynch
74-800 Hwy. 111
Indian Wells, CA 92210 USA
Tele: 760-862-1448, 1-888-654-6220
Fax: 760-40-4943

Employer:

Icat Logistics Inc
7858 NW 71st Street
Miami FL 33166 USA
Tele: 305-599-9116
Fax: 305-599-2551

Employer:

Longchamp USA Inc Miami Office
1401 Brickell Ave Suite 1030
Miami FL 33131 USA
Tele:
Fax:

Employer:

Raison Pure International Inc
84 Wooster Street Suite 703
USA
Tele: 212-625-0708
Fax: 212-625-0709

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
- 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/>
- 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.

AIIESEC <http://www.us.aiesec.org/index.asp>

- 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/>
- 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/>

American-Scandinavian Foundation

- <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

- <http://www.internship-usa.com/>
- 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.

SEVIS Release Form

Release of Work Permit information to SEVIS Database

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 _____