

Academic Training Information and Authorization Form

Academic Training is available to students in J-1 visa status. Students are only permitted to complete AT if the work involved relates to their major field of study, if the AT does not interfere with full-time studies, and if they've met all North Park requirements for an internship.

Please note: Students who are at North Park as part of an ISEP Exchange must comply with ISEP's Academic Training guidelines, not the NPU guidelines listed below. Please see a staff member in the North Park International Office for assistance. No ISEP student may begin AT until the International Office has received an Employment Authorization Form directly from ISEP.

Information about Academic Training (AT):

- AT is permitted for students on J-1 visas only.
- AT employment must be an integral part of an established curriculum in the student's course of study, as indicated on the DS-2019 form.
- AT must be taken as a credit-bearing internship course which appears on the student's course schedule.
- Because AT must be taken as a for-credit internship, J-1 students are required to comply with all regulations set forth by North Park's Career Development and Internships Office.
 - Students must have completed one academic year at North Park University.
 - Students must have completed six courses in the major field of study.
 - Students must have an overall minimum GPA of 2.0 and a minimum GPA of 2.5 in major courses.
 - Students must complete an internship application and identify a faculty sponsor.
- AT must be part time (20 hours/week or less) while school is in session.
- AT may be paid or unpaid.
- A student must continue to maintain a full course of study in J-1 status (undergraduate, 12 hours; graduate, 8 hours) during AT employment, unless AT takes place during the summer term.
- A student must have an offer of employment from an employer, offering work that qualifies as AT.
- Employment in AT may be only for the specific employer, location, and time period approved by an International Office staff member and recorded on the student's SEVIS record—changing employers during AT without prior authorization by the International Office is not allowed.

To apply for Academic Training, please complete the following steps:

1. Pick up an Academic Training Information Sheet and Authorization Form (this document) from the International Office.
2. Schedule an appointment with the Career Development and Internships Office and pick up an Internship Application.
3. Find a faculty sponsor who can help you complete the required paperwork.
4. When your internship is approved, bring a completed Authorization Form, and all other required documents, to the International Office.

During your AT meeting, an International Office staff member will prepare a new DS-2019 form to record AT in your SEVIS record. AT notification to SEVIS is done electronically, so no paperwork is mailed to USCIS.

Please note: You are free to begin employment only **AFTER** Academic Training has been authorized by the International Office and recorded in SEVIS. It is your responsibility, as the visa holder, to maintain your J-1 status. North Park's Responsible Officers are obligated to report illegal employment. If we have constructive knowledge that you are engaging in off-campus work that is not properly documented, we will be forced to terminate your SEVIS record for "Unauthorized Employment."

NORTH PARK UNIVERSITY ACADEMIC TRAINING (AT) AUTHORIZATION FORM

Part I: Academic Training Information (to be completed by the student)

Student name: _____ NPU ID#: _____

Home University: _____

Who issued your DS-2019 Form (please circle one): North Park University ISEP Other

Dates of Program (from DS-2019): _____

Major at Home University (if applicable): _____

Primary Field of Study at NPU: _____

Proposed AT dates: ____/____/____ to ____/____/____ Hours per week: _____

Company Name: _____ Supervisor: _____

By signing below, I state that I understand the following:

- I am allowed to complete AT only if the work involved relates to my major field of study.
- My schedule must show registration in a credit-bearing internship course and I must be enrolled full-time for the duration of my AT period, except during the summer term.
- I must meet all requirements set forth by North Park's Career Development and Internships Office. I may not be eligible for an internship, even if I meet the federal requirements for AT.
- My employer will be notified if, at any time, I am found to be ineligible for the employment.
- AT will not be authorized until I have submitted to the International Office all of the following:
 - This AT Authorization Form
 - Proof of health insurance for the duration of your Academic Training period.
 - A copy of my course schedule, showing the ACSR 4970 or ACSR 5970 course number
 - In order to have the internship course appear on your schedule, I must follow all processes required by the North Park Career Development and Internships Office. They will automatically enroll me in the internship course once my internship has been approved.
 - If I am a graduate student, I will need to coordinate with Career Development and Internships Office for the purpose of course registration and paperwork, but I am responsible for finding my own internship opportunity. If I am a seminary student, I will work with the NPTS Field Education Office and will submit an internship agreement form.
 - A recommendation letter from my academic advisor or school dean.

Student's Signature: _____ Date: _____

Part II: Academic Department Approval

(to be completed by the Internship Advisor, Department Chairperson, or School Dean)

Name: _____ Title: _____

Department: _____ Phone/Email: _____

Federal regulations require that the student's academic advisor or school dean must prepare a letter of recommendation, on institutional letterhead. Please attach a letter to this form which includes the following:

- The goals and objectives of the specific academic training (internship) program.
- A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training.
- Indication of how the academic training relates to the student's major field of study.
- Why it is an integral or critical part of the student's academic program.

Advisor/Chair/Dean Signature: _____ Date: _____