



Who should complete this form?

All eligible undergraduate international students in J-1 status from the D'Amore-McKim School of Business who intend to participate in Pre-Completion or Post-Completion Academic Training (AT), paid or unpaid.

Is there anything I should know before completing this application?

- A student **cannot** engage in AT until they receive written authorization from the Office of Global Services (OGS), and may work only within the dates specified on the DS-2019 that they will be issued. Working without first obtaining authorization from the Office of Global Services or working outside of the dates authorized is a serious violation that could result in loss of immigration status.
- Any additional training dates or orientation dates must be authorized in advance.
- J-1 students generally can participate in a total of 18 months of AT, which includes Pre-Completion AT and Post-Completion AT.

How do I complete and submit this application?

Print the Academic Training (AT) Authorization Request Form and have the second page completed and signed by your designated advisor. Once this form is completed and signed, you must log into the myOGS e-form, upload the completed AT Authorization Request Form, along with other applicable documents, and submit the e-form.

The e-form can be found at:

<https://myissi.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormF1CPTandJ1ATRequest2ServiceProvider>

What other documents will I need to submit?

- Original offer letter (must be on company letterhead, with employment start date, and compensation)
- Copy of valid passport, J-1 visa, and I-94 (that indicates J-1 and D/S)
- Health Insurance Compliance Form
- For Post-Completion **only**: if AT salary is less than \$2,334 per month, then you must also submit financial documentation to supplement your offer letter.

How do I know if I am authorized?

You will receive an email from the Office of Global Services when your new DS-2019, along with other authorization documents, are ready for pickup. The processing time is 10 business days.

- You must pick up your documents from the OGS prior to your start date
- You can only work within the CPT dates on the I-20
- Please remember to keep all previous I-20s

Important: Incomplete or inaccurate requests will be denied and need to be resubmitted. Please ensure this form is completed entirely and accurately.



Part I: Student Information *(to be completed by the student)*

Name: _____
Last/Family Name *First/Given Name* *Middle Name*

Northeastern ID: _____ Major: _____

Part II: Employment Information *(to be completed by the Academic Advisor)*

Title of Student's Position: _____

Supervisor Name: _____ Supervisor Email: _____

Requested Start Date: _____ / _____ / _____ Requested End Date: _____ / _____ / _____
Month Day Year *Month Day Year*

Pre-Completion Academic Training (AT) Post-Completion Academic Training (AT)

Hours per week: _____ Total Compensation: _____

Primary Employer *(who will be paying the student)*

Name: _____

Address: _____
Street *City* *State* *Zip Code*

Secondary Employer *(where the student will be physically working. Only required if this differs from the primary employer.)*

Name: _____

Address: _____
Street *City* *State* *Zip Code*

What are the goals and objectives of the above listed training program?

How does this training relate to the student's major field of study?

Why is the training an integral or critical part of the academic program of exchange?

Advisor Information and Authorization:

Name: _____ Extension: _____

Email: _____ College: DMSB

As the student's advisor or Dean, I have described the nature and details of the Academic Training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. With this form, I recommend that the student be authorized to participate in the Academic Training program.

Advisor Signature: _____ Date: _____