

ACADEMIC TRAINING FOR J-1 STUDENTS

Secure Online Session

Campus: *Flagstaff Mountain
Network ID:

iNAU Home Page

Biographical Information

J-1 Student E-forms

Academic Training Application

- Add a New J-2 Dependent
- DS-2019 Request
- J-1 Concurrent Enrollment
- J-1 I-94 Information Update
- J-1 Letter to Financial Sponsor
- J-1 Letter of Invitation Request
- J-1 Passport Information Update
- J-1 Program Extension
- J-1 Reduced Course Load
- J-1 Transfer Out
- J-1 Travel Signature Request
- J-1 Visa Stamp Information Update
- Work Authorization and SSN Request

Logout of iNAU

Academic Training

All forms are required in order to submit your application for Academic Training

- [Academic Training Requirements](#)
- [Employer Authorization](#)
- [NAU Academic Advisor Recommendation](#)
- [Home University Approval](#)
- [Financial Documentation](#)
- [Medical Insurance Documentation](#)
- [Social Security Number Authorization](#)

= Incomplete = Submit Another = Follow-Up Required
 = Optional = Not Yet Available = Awaiting Answer
 = Complete = Pending Review = Denied
 = Draft



Center for International Education | Northern Arizona University | Blome Building #2
Knoles Drive | NAU Box 5598, Flagstaff, AZ 86011-5598 | Phone: (928) 523-2409

International Students and Scholar Services | Contact us by email

How to Apply

1. Log into iNAU at inau.nau.edu to access the online application
2. In order to submit the iNAU e-form application, you will need to have:
 - Employer contact information for approval
 - NAU Academic advisor's contact information
 - Home university contact information for extension approval
 - Required financial documentation for DS-2019 extension
 - Proof of health insurance

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Academic Training Requirements

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ACADEMIC TRAINING IS A TYPE OF EMPLOYMENT DIRECTLY RELATED TO YOUR MAJOR AREA OF STUDY THAT IS AUTHORIZED BY YOUR J-1 PROGRAM SPONSOR WHO ISSUES YOUR DS-2019

Academic Training is designated for students to apply knowledge and skills learned at school. The employment must be in your field of study, must be recommended by your academic advisor, must be authorized by your home university and must be authorized by CIE.
[Instructions for applying for Academic Training](#)

I confirm that I have read and agree to the terms and conditions of Academic Training as outlined in the Office of International Services website. *

* required fields

Save Draft Submit

Read terms and confirm

3. Click on **Academic Training Application** and the above page will open.
 - Read the main page along with the terms for applying for Academic Training employment
 - Once you have read the terms, click on the box and then click **Submit**
 - It will then take you back to the application page



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Employer Authorization for Academic Training

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PROOF OF EMPLOYMENT

The job offer letter must include the start date, end date, number of hours/week, salary (if a paid position), name of your supervisor, location (street address, city, state and zip code) of the employment and duties of the job.

Name of Employer *

Upload Offer Letter * No file chosen

Academic Training begin date *

Academic Training end date *

YOUR SUPERVISOR WILL RECEIVE AN EMAIL TO VERIFY EMPLOYMENT STATUS

Name of Supervisor *

Supervisor's email address *


Re-type Supervisor's email address *

I understand I must be approved for Academic Training by the International Student Advisor before I am eligible for work authorization *

* required fields

4. Click on **NAU Employer Authorization** to see the above form;

- Under **PROOF OF EMPLOYMENT**; fill in the details with the name of the employer along with your start and end date of the training
- Be sure you upload your Offer Letter obtained from your prospective employee
- In the next section, include the name & email of your supervisor for us to verify your employment
- After filling the form, read and understand the terms before checking the box and click **Submit**.

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Academic Advisor Recommendation for Academic Training Authorization

MAIN PAGE FOR E-FORM GROUP

ACADEMIC TRAINING MUST BE RELATED TO YOUR FIELD OF STUDY AND APPROVED BY YOUR NAU ACADEMIC ADVISOR

Is your Academic Training after completion of your program? *

Name of Employer, Company, or Institution *

Brief description of Academic Training goals and objectives of your employment *

Academic Training Start Date * Month Day Year

Academic Training End Date * Month Day Year

Number of Hours Per Week * 0

PROOF OF EMPLOYMENT

The job offer letter must include the start date, end date, number of hours/week, salary (if a paid position), name of your supervisor, location (street address, city, state and zip code) of the employment and duties of the job.

Upload Job Offer Letter * No file chosen

Supervisor's Name *

Supervisor's Phone Number * 0

Supervisor's Email Address *

ACADEMIC ADVISOR INFORMATION

Your academic advisor will review your current degree progress and how this academic training is an integral and/or critical part of your academic program. If you have not already spoken with your academic advisor, please do so to discuss your request.

Academic Advisor Name *

Academic Advisor Email *

Re-type Academic Advisor Email *

I understand my NAU academic advisor must approve the Academic Training position. *

* required fields


[More Information about Academic Training](#)

*Upload
the Offer
Letter
(pdf)*



5. Select **NAU Academic Advisor Recommendation** and the above page will open.

- Fill in all the required information and upload a copy of the Job Offer Letter again.

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Home University Recommendation for Academic Training Authorization

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APPROVAL BY YOUR HOME UNIVERSITY IS REQUIRED TO ENGAGE IN ACADEMIC TRAINING AND EXTEND THE DS-2019

It is your responsibility to submit the correct information about your home university and to be in touch regarding this request. Your International Student Advisor at NAU cannot process your request for Academic Training until your home university submits the required approval.

Is your Academic Training after completion of your program? * YES NO

Name of Employer, Company, or Institution *

Brief description of Academic Training goals and objectives of your employment *

Academic Training Start Date *

Academic Training End Date *

Number of Hours Per Week *

Upload Job Offer Letter * No file chosen

HOME UNIVERSITY ADVISOR INFORMATION

The home university advisor you specify below will receive an email message to authorize academic training. If you have not already spoken with your home university, please do so to discuss your request.

Name of Home University *

Home University Advisor Name *

Home University Advisor Email *

Re-type Home University Advisor Email *

It is your responsibility to submit the correct information about your home university and to be in touch regarding this request. This request is extremely time sensitive! The international office cannot process your request until your home university submits the required approval.

I confirm that I have read and agree to the terms and conditions of Academic Training as outlined in the Office of International Services website. *

* required fields

Check the box once you agree to the terms

6. Click on **Home University Approval**

- Make sure to include correct information about your home university
- Include your home university advisor information as well and then click on **Submit**.



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Financial Documentation

MAIN PAGE FOR E-FORM GROUP

FINANCIAL DOCUMENTATION

In order to cover living expenses during Academic Training, proof of funding is \$1,500 per month and required to issue a new DS-2019.

Is your Academic Training paid? * YES NO

* required fields

[More Information about Academic Training](#)

*More Info.
On Academic
training*

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7. Select **Financial Documentation**

- Check if your Academic Training is paid or not and select Yes or No.



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Financial Documentation

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FINANCIAL DOCUMENTATION

In order to cover living expenses during Academic Training, proof of funding is \$1,500 per month and required to issue a new DS-2019.

Is your Academic Training paid? * YES NO

Financial sponsor during Academic Training

Upload Financial Documentation * No file chosen

* required fields

[More Information about Academic Training](#)

- If **No**, please choose your Financial sponsor for the training &
- Upload your Financial documentation
- Click **Submit**



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Is your Academic Training paid? * YES NO

The salary to be paid must be listed in the job offer letter to insure that personal living expense obligations can be met.

Upload Job Offer Financial Documentation * No file chosen

Is the salary listed in the job offer letter more than \$1,500 per month? * YES NO

* required fields

[More Information about Academic Training](#)

- If **Yes**, please upload your Job Offer letter.
- Tick **Yes/No** if the job offer letter has the salary listed as more than \$1,500 per month.
- Click **Submit**



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Is your Academic Training paid? * YES NO

The salary to be paid must be listed in the job offer letter to insure that personal living expense obligations can be met.

Upload Job Offer Financial Documentation * No file chosen

Is the salary listed in the job offer letter more than \$1,500 per month? * YES NO

Upload additional financial documentation to supplement the salary * No file chosen

* required fields

[More Information about Academic Training](#)

➤ If **No**, please submit additional financial documentation to supplement the salary

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Medical Insurance Documentation

MAIN PAGE FOR E-FORM GROUP

INSURANCE INFORMATION

Provide evidence of health insurance coverage during the requested Academic Training period. The insurance must comply with the J-1 regulatory requirements.

[J-1 Visa Exchange Visitor Program Insurance Information](#)

Insurance Company *

Insurance Coverage Begin Date *

Insurance Coverage End Date *

Upload evidence of health insurance coverage * No file chosen

* required fields

[More Information about Academic Training](#)

Click for more J-1 Medical Insurance Info.

8. Click on **Medical Insurance Documentation**

- Fill in the information of your Insurance Company with the Begin and Start date of your Insurance Coverage
- Upload proof of Health Insurance coverage & click **Submit**.



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SSN Request for Academic Training

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THIS E-FORM WILL SUBMIT A REQUEST TO THE INTERNATIONAL STUDENT ADVISOR FOR ACADEMIC TRAINING AUTHORIZATION

A Social Security Number (SSN) is required for employment in the United States. Academic Training authorization from the international student advisor is required in order to apply for the SSN.

[More information on how to apply for a Social Security Number](#)

Do you need to apply for a Social Security Number? *

* required fields

Save Draft Submit

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9. Select **SSN Request for Academic Training**

- A Social Security number is needed for working in the United States and you would need your International student Advisor's authorization for it.
- Click **Yes/No** and follow along.

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[More information on how to apply for a Social Security Number](#)

Do you need to apply for a Social Security Number? *

In order to apply for a Social Security Number (SSN), you need a permission letter from your International Student Advisor. The letter will be processed and included with your updated DS-2019.

* required fields

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- Select **Yes** if you need to apply for one. Your International Student Advisor will process the letter for you to apply for one.
- Once you have the SSN letter and your DS-2019 for Academic Training, you can apply for a SSN at the local Flagstaff SSN office.



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[More information on how to apply for a Social Security Number](#)

Do you need to apply for a Social Security Number? *

MAKE SURE YOUR EMPLOYER HAS A COPY OF YOUR SSN CARD

* required fields

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- Click **No**, if you already have an SSN & make sure that your employer has a copy of your SSN Card
- **Submit** and it will take you to the Academic Training forms list

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10. Lastly, ensure **all** forms are tick marked showing completion for us to process.