ACADEMIC TRAINING FOR J-1 STUDENTS

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
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
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**.
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.
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**.
7. Select **Financial Documentation**

- Check if your Academic Training is paid or not and select Yes or No.
If No, please choose your Financial sponsor for the training &
Upload your Financial documentation
Click Submit
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
If No, please submit additional financial documentation to supplement the salary
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**.
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.
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.
- 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
10. Lastly, ensure all forms are tick marked showing completion for us to process.