

Academic Training (AT) Process

Eligibility:

- Must be enrolled full-time and in good academic standing
- Must be maintaining immigration status
- Employment must be directly related to your field of study
- Work can be paid or unpaid (unpaid work must conform to U.S. Labor Laws)
- Must be approved prior to the training start date - tell GEO as soon as possible
- The duration of your AT may not exceed your period of study

Process:

1. You must receive an offer from an employer before starting this process.
2. Contact GEO and inform them of your offer.
3. Fill out the **J1 Academic Training Request Form** (attached as a file in this Canvas module).
4. **Obtain a letter from your AT supervisor** indicating the following information:
 - The site (place) of the academic training
 - The address where the academic training will take place
 - Number of hours per week you will work
 - Training begin date
 - Training end date
 - The objectives of the academic training and how it relates to your major
 - The letter must be signed and dated by your supervisor
5. **Obtain a letter from your Academic Advisor** indicating the following information:
 - That you are in good academic standing
 - The goals and objectives of the specific academic training program
 - A description of the academic training program including location, name and address of the supervisor, number of hours per week you will work, and the dates of the academic training
 - How the academic training relates to your major
 - Why is the academic training an integral or critical part of your academic program
 - The letter must be signed and dated by your academic advisor
6. If your AT is occurring past the end of your original DS-2019 dates, **extend your health insurance over the additional period through your end date of AT.**
7. You must then provide GEO with your:
 - **Letter from your AT supervisor** containing the information detailed above

- **Letter from your Academic Advisor** containing the information detailed above
- Proof of **extended Insurance Coverage**

8. Maureen will then:

- Create you a **new DS-2019** form with new end dates for the purpose of participating in Academic Training
 - Be aware that while your DS-2019 will be extended, after the expiration date of your visa, you are not eligible to leave and re-enter the US without obtaining a new visa from your home country.
- Sign a **formal letter with final approval** to participate in your Academic Training.

You must be issued your new DS-2019 and approval letter BEFORE you can begin any employment

9. If you do not have a US SSN already you will need to apply for one. **The social security office requires an appointment so no walk-in times are available.**

In order to obtain a SSN you need to:

- Fill out the attached **SSN Application Form.**
- **Visit the Social Security office in Roanoke** to apply for your SSN.
 - The office is located at 612 S Jefferson Street Roanoke, VA - 24011. The SmartWay Bus will take you and to and from Roanoke. The SmartWay schedule is uploaded as a file to this module.
 - The office is back open for walk-in appointments, but we highly recommend scheduling an appointment so that you can make sure you are able to be seen when you arrive. The office is open 9am-4pm Monday -Friday.
 - To make an appointment, call their phone number +1.800.772.1213. When you call, you should be asked to provide your contact information (name, phone number, address) and a SSA manager will contact you by phone to make an appointment within one week, so it is very important that you make sure your phone's voicemail is set up or you risk missing their call.
 - Make sure you bring the following to your appointment:
 - **Completed SSN Application Form**
 - **AT Supervisor Letter**
 - **Academic Advisor Letter**
 - **Approval Letter signed by Maureen**
 - **I-94 Form** (we already have one saved on file for each of you and will provide upon request)
 - **Passport, Visa, & DS-2019**



- After your appointment, they should be mailing your SSN Card to you. However, they will give you a receipt as proof in the meantime.

