



International Student Admissions & Programs
westga.edu/isap

AT: Academic Training Request

updated: 5.15.2020

Part I: To Be Completed by Student

Name: _____ SEVIS ID: _____

Non-UWG Email Address: _____

UWG Program End Date: (mm/dd/yyyy) _____ UWG ID: 917 _____

I request the AT dates below and understand no changes are allowed after approval.

Requested AT Start: Month: _____ Day: _____ Year: _____

Requested AT End: Month: _____ Day: _____ Year: _____

Please describe the nature of work you will be doing and how it relates to your studies:

Please list any previously authorized dates of Academic Training: _____

Acknowledgement of U.S. Tax Liabilities:

I understand that if I earn income inside the U.S. I will be responsible for filing a non-resident tax return the following year by the tax filing deadline in April. If I fail to do so, I will not receive a tax refund if one is due, and I could face tax fines if I owe U.S. taxes but don't pay them. Failure to file proper tax forms each year could also affect approval for a future U.S. visa in any category. ISAP provides free access to non-resident tax preparation software each Spring. Contact ISAP for assistance.

Student Signature: _____ Date: _____

(mm/dd/yyyy)

Part II: To Be Completed by Student's Academic Advisor

Federal regulations for J1 international students require approval for "Academic Training" in order for the J1 student to receive authorization to work off campus and to gain cultural experience related to his / her field of study. AT is available to J1 students part-time (up to 20 hrs per week) during their program of study or full-time (up to 40 hrs per week) after completion of studies. No course registration in an internship is required. The process requires both academic and ISAP recommendation.

Academic Advisor / Professor: Please complete this section and return the completed form directly to the student. International Student Admissions & Program (ISAP) is happy to answer any question you may have. Thank you for your assistance.

Name of Academic Advisor: _____ **Department:** _____

Degree Level of Student: _____ **Major:** _____

When will this student complete his or her studies at UWG? _____
(mm/dd/yyyy)

To the best of your knowledge, is the proposed employment related to the student's field of study and appropriate to the student's educational level?

(Please select one): YES NO

Academic Advisor's Signature: _____

Date: _____ **UWG Tel.#:** _____

*Student: Return completed form to:
University of West Georgia • International Student Admissions & Programs • Mandeville Hall •
E:global@westga.edu*