

APPLICATION CHECKLIST FOR ACADEMIC TRAINING (AT)

Below is a checklist of the items you need to complete your Academic Training (AT) application. A full description of eligibility for AT, the application process, and maintenance of J-1 status during AT can be found on the [ISSS website](#).

To apply for AT you will need to bring the following items to ISSS:

- [Academic Training: Employer Form](#)
- Formal Job Offer Letter
- [Academic Training: Academic Advisor Recommendation](#)
 - **Undergraduate Students:** the form must be completed by the Director of Undergraduate Studies (DUS) for your major. You may locate your department's DUS here: <http://catalog.unc.edu/programs/>.
 - **Graduate/Professional Students:** the form must be completed by your Academic Advisor or the Director of Graduate Studies.
- [Memo of Understanding: J-1 Academic Training](#), completed and signed.

POST-COMPLETION ACADEMIC TRAINING:

- Evidence of health insurance coverage for the additional period of time requested beyond the current end date on the DS-2019. As a J-1 student, there may not be a gap in your insurance coverage, and your health insurance must meet the requirements listed here: <http://iss.unc.edu/current-students/specific-j-1-student-requirements/>
- Students participating in unpaid Academic Training must provide financial documents showing sufficient funds to cover living expenses during the additional training period. The current monthly estimates are found here: <http://iss.unc.edu/current-students/extension/>. Students being paid salaries that do not meet the minimum living expenses must also provide financial documentation.

FINAL EVALUATION

- Students must complete, along with their employer and Academic Advisor or Director of Undergraduate/ Graduate Studies, the [Academic Training Evaluation Form](#). The completed form must be submitted to ISSS within one week of the conclusion of the training experience.