

Academic Training

Pursing education in the United States for international students can be academically, culturally and personally enriching. It can also be a significant career credential, particularly if it includes employment experience in a U.S. company, government agency, or non-profit organization. Academic Training allows Ball State students to gain this enriching work experience.

"Academic Training" is a term used by the U.S. State Department for J-1 Visa international students who wish to intern or gain employment in the U.S. as part of their academic program. This work experience **must** relate to the academic field which they are studying at Ball State, and can be paid or unpaid. Most international students participate in Academic Training after they have completed their academic program at BSU.

In order to participate in Academic Training, international students must apply and be approved in advance by International Services. A letter from a student's academic advisor is a required component of this approval process.

The adviser's letter must include the following information specified by immigration:

- (A) The goals and objectives of the specific academic training program;
- (B) A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
- (C) How the academic training relates to the student's major field of study; and
- (D) Why it is an integral or critical part of the academic program of the student.

Should you wish to assist your student with Academic Training, please complete the second page of this document and return it in a sealed BSU departmental envelope to:

The Rinker Center for International Programs Student Center, Room 102 Muncie, IN 47306

If you have any questions about Academic Training, please contact a Foreign Student Advisor at the Rinker Center at 765-285-5422

Academic Training Request

Recommendation letter

STUDENT INFORMATION

LAST/FAMILY NAME,

First/Given Name

BSU E-mail Address

Telephone Number

Academic Degree Level

Academic Department

ACADEMIC ADVISOR Recommendation

Please complete the following if you support your student's Academic Training Request.

(A) What are the goals and objectives of the specific academic training program?

(B) Please provide a description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training.

(C) How would this academic training relate to your student's major or field of study?

(D) Why is this academic training an integral or critical part of your student's academic program?

ADVISOR Signature:

Date:

ADVISOR Name & Title:

Phone: