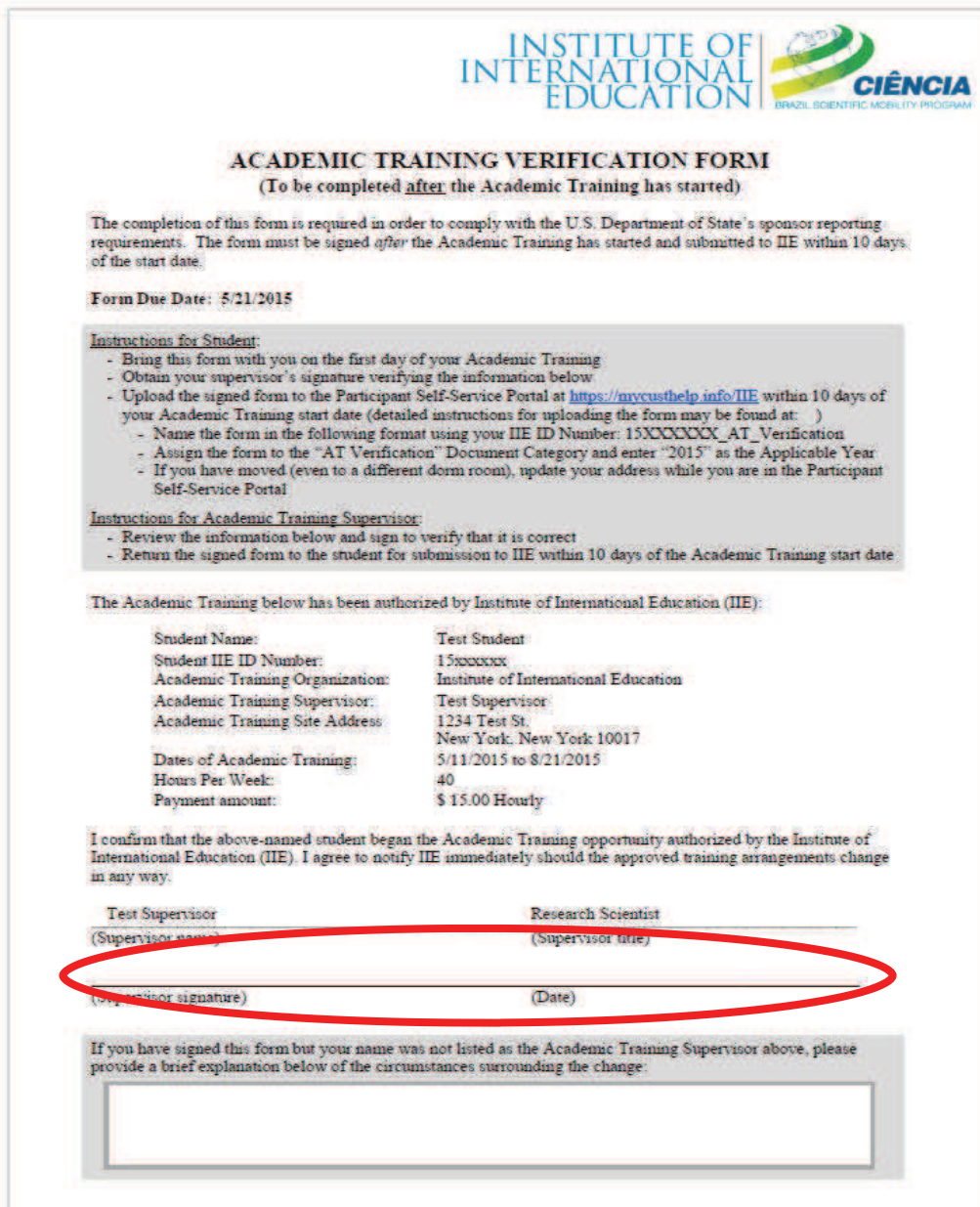


How to Submit the AT Verification Form

Overview

Once you start your Academic Training, reporting of the commencement is mandatory to comply with the U.S. Department of State's sponsorship Policies. Once the AT approval request gets approved, you are given the Academic Training Authorization Letter along with the updated DS-2019 as supporting documents which might be necessary for your AT site and you also receive an Academic Training Verification Form as a second page of the AT Authorization Letter: this has to be signed by your AT supervisor within 10 days AFTER the AT start date. This form may not be signed prior to the AT start date.

1. Bring the form to your AT supervisor on the **first day of AT**. Have the supervisor sign and date the indicated field.



The form is titled "ACADEMIC TRAINING VERIFICATION FORM" and includes instructions for students and supervisors. It contains a table for student and supervisor information, a signature line for the supervisor, and a date field. A red oval highlights the signature and date fields.

ACADEMIC TRAINING VERIFICATION FORM
(To be completed after the Academic Training has started)

The completion of this form is required in order to comply with the U.S. Department of State's sponsor reporting requirements. The form must be signed after the Academic Training has started and submitted to IIE within 10 days of the start date.

Form Due Date: 5/21/2015

Instructions for Student:

- Bring this form with you on the first day of your Academic Training
- Obtain your supervisor's signature verifying the information below
- Upload the signed form to the Participant Self-Service Portal at <https://mycusthelp.info/IIE> within 10 days of your Academic Training start date (detailed instructions for uploading the form may be found at:)
 - Name the form in the following format using your IIE ID Number: 15XXXXXX_AT_Verification
 - Assign the form to the "AT Verification" Document Category and enter "2015" as the Applicable Year
 - If you have moved (even to a different dorm room), update your address while you are in the Participant Self-Service Portal

Instructions for Academic Training Supervisor:

- Review the information below and sign to verify that it is correct
- Return the signed form to the student for submission to IIE within 10 days of the Academic Training start date

The Academic Training below has been authorized by Institute of International Education (IIE):

Student Name:	Test Student
Student IIE ID Number:	15XXXXXX
Academic Training Organization:	Institute of International Education
Academic Training Supervisor:	Test Supervisor
Academic Training Site Address:	1234 Test St. New York, New York 10017
Dates of Academic Training:	5/11/2015 to 8/21/2015
Hours Per Week:	40
Payment amount:	\$ 15.00 Hourly


I confirm that the above-named student began the Academic Training opportunity authorized by the Institute of International Education (IIE). I agree to notify IIE immediately should the approved training arrangements change in any way.

Test Supervisor _____ Research Scientist _____
(Supervisor name) (Supervisor title)

(Supervisor signature) (Date)

If you have signed this form but your name was not listed as the Academic Training Supervisor above, please provide a brief explanation below of the circumstances surrounding the change:

2. If for any reason the person signing is different from the previously reported AT supervisor, have the signing supervisor indicate the reason on the field provided below.


ACADEMIC TRAINING VERIFICATION FORM
(To be completed after the Academic Training has started)

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I confirm that the above-named student began the Academic Training opportunity authorized by the Institute of International Education (IIE). I agree to notify IIE immediately should the approved training arrangements change in any way.

Test Supervisor (Supervisor name)	Research Scientist (Supervisor title)
_____ (Supervisor signature)	_____ (Date)

If you have signed this form but your name was not listed as the Academic Training Supervisor above, please provide a brief explanation below of the circumstances surrounding the change:

3. Once completed, scan the form and log into the participant self-service portal(<http://mycusthelp.info/IIE>). Once you're signed in, go into your **Program** to select "**Brazil Scientific Mobility Program.**" Once in your program, Click on the "**Add New Document**" button at the bottom.

Program

Program:	Brazil Scientific Mobility Program	Start Date:	
Country of Nomination:		End Date:	12/23/2014 12:00:00 AM
Location Country:		Participant ID:	
Institution/Account:		World Region:	
Opportunity Objective:		Field of Study:	

Documents you have uploaded

If you need to upload an additional document for IIE review, please click on "Add New Document" below.

Document Name	Document Category	Amendment	Date Received	Review and Approval
Almadani-BSMP---Work Author...	Work Authorization Letter			

4. Once you are in the next screen, fill out the fields on the screen above using the chart below as guidance:

Document Category	Applicable term	Applicable Year	Date Received	Attachment Name (Use Your IIE ID#)
Select "AT Verification"	Leave blank	2015	Today's Date	15XXXXXX_AT Verification

BSMP Participant Self Service Portal

To submit a document to IIE, fill out the fields below. Please refer to instructions provided to you by IIE to select the correct Document Category for your document. Remember to attach your document. Please do not combine documents – attach each document that you are submitting to IIE separately. After you are finished, click "Save" and follow instructions on the next page to submit your next document.

* Document Name:	<input type="text" value="Auto Populate"/>	* Document Category:	<input type="text" value="Please Choose"/>
Other Document Type/Category Name:	<input type="text"/>	Date Received:	<input type="text" value="01/08/2015"/>
Applicable Term:	<input type="text" value="Please Choose"/>	Applicable Year:	<input type="text" value="Please Choose"/>
* Attachment:	<input type="text"/> <input type="button" value="Browse..."/>		

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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5. To attach your document, click on "**Browse**" and search for the document as you have saved it on your computer. When you're done filling out the information, Click the "**Save**" button to submit your AT Verification form. You will reach the next screen:

BSMP Grantee Service Portal

To submit another document, click on the tab "Programs" above, then click on your program name on the next page to access the screen that allows you to upload documents. Or click Return Home if you are finished uploading all documents.

You have now completed the process for submitting the signed AT Verification to IIE.

**** Be sure to report any changes of your residing address as soon as possible to participant self-service portal.****