INTERNATIONAL PROGRAMS
COLORADO STATE UNIVERSITY

J-1 ACADEMIC TRAINING EMPLOYER FORM

Student Information:

Full Name: Field of Study:

Organization Information:

Organization Name:

Organization Address:

Organization Website:

Employment/Training Information:

Supervisor Name: Supervisor Title:

Supervisor Email: Supervisor Phone:

Student Position Title:

Hours Per Week Exchange Visitor Will Work (Please do not list a range!):

In Person: Compensation Amount and Frequency:

Remote (cannot be more than 40%):

Start Date of Academic Training: End Date of Academic Training:

Training Plan:

Description of student's role. This can include the student's title and job duties.

Specific goals and objectives. What specific knowledge, skills, or techniques will be learned?

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks, activities, or methodology.

How will the student's acquisition of new skills and competencies be measured?

What plans are in place for the student to participate in cultural activities while at your organization?

Additional Information:

The J-1 Exchange Visitor Program was created as part of the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall goal of the act, and of the Exchange Visitor Program, is to "increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges" [22 CFR § 62.1(a)]. Academic Training provides an opportunity for exchange visitors to gain hands-on experience in their field of study under the following conditions.

You agree that the student will not have any other sites of activity or employers and will adhere to the principles as listed in the NAFSA: Association of International Educators and Code of Federal Regulations as stated below:

22 CFR 62.16(a) An exchange visitor may receive compensation from the sponsor or the sponsor's appropriate designee, such as the host organization, when employment activities are part of the exchange visitor's program.

22 CFR 62.23(f) (3) (iv) The student receives written approval in advance from the responsible officer for the duration and type of academic training.

22 CFR 62.2 All entities that act on behalf of the sponsor in the conduct of the sponsor's exchange visitor program must execute written agreements with the sponsor that outline the full relationship between the entity and the sponsor on all matters involving the administration of the exchange visitor program…Sponsors are required to ensure that third parties know and comply with all applicable provisions of these regulations.

Guidance Directive 2018 -01 – College and University Student Category: Avoiding Unskilled Placements in Academic Training and Student Internship Programs provides the following guidelines on the scope and structure of academic training, including guidance that an academic training program should:

- Consist of bona fide training activities that are connected to a substantial academic framework;
- Be designed to expose participants to the operations of their field;
- Prioritize academic objectives and are not driven by the labor needs of a host organization;
- Consist of "primarily substantive roles (e.g. shadowing managers, participating in project design, management, or event planning) that involves no more than infrequent non-substantive tasks"
- The guidance also advises that "Sponsors should be prepared to provide evidence of time spent by an exchange visitor on substantive and non-substantive tasks upon the Department's request."

☐ Please check the box to confirm the majority of the student's time will be dedicated to meaningful tasks within an academic framework (i.e. research, project management or design, shadowing managers).

☐ Please check the box indicating you are aware this position will be considered academic training and consists of bona fide training activities that will expose participants to the operations of their field.

Signatures:

Academic Training Supervisor Signature: