

Application for Academic Training

Visiting Exchange Students applying for academic training must present this form to their academic advisor. Please fill out the description section before giving it to your academic advisor. After the advisor has filled out this form, it should be submitted to the Office of International Programs along with an offer letter from the employer for consideration.

It is recommended that you speak with your advisor regarding the training you would like to undergo prior to beginning the application process.

I, _____ am a Washington College J1 Visiting Exchange student, majoring in _____. I would like to engage in _____ (as listed on DS2019)
The academic training program discussed below.

DESCRIPTION OF THE TRAINING PROGRAM (to be filled out by the student)

Name of Organization: _____

Address of Organization: _____

Phone/email of Organization: _____

Proposed Position Title: _____

Name of Student's Supervisor: _____

Number of hours per week student will be active with employer: _____

Start Date of Training: _____ End Date of Training _____

1.) GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM

2.) HOW DOES THE TRAINING RELATE TO THE STUDENT'S MAJOR?

3.) WHY IS THE TRAINING AN INTEGRAL OR CRITICAL PART OF THE ACADEMIC PROGRAM OF THE EXCHANGE VISITOR STUDENT?

As the student's Academic Advisor I have set forth the nature and details of the academic training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. Therefore, I recommend that you authorize this student to participate in the academic training program that I have described.

(Signature of Academic Advisor)

Date

(Name and title of Academic Advisor (Please print or type))

Evaluation By Responsible Officer

- 1.) I have reviewed this document and determined that the academic training being requested ___ is / ___ is not warranted.
- 2.) The criteria and time limitation set forth in sections 22 C.F.R. 62.23 (f) (3) & (4) ___ are satisfied / ___ are not satisfied.
- 3.) In order to ensure the quality of the academic training program, I hereby evaluate the effectiveness and appropriateness of the academic training in achieving the stated goals and objectives as follows: ___ Satisfactory / ___ Unsatisfactory

Name of Responsible Officer, printed or typed

Signature

Date