Instructions for J-1 Academic Training (AT) Request

This on-line service will allow you to fill out the J-1 Student Employment Request Form and to submit your AT application to the I-Center. After being approved by an I-Center Advisor, you will receive an e-mail from I-Center to pick up your new DS-2019 endorsed for Academic Training along with an authorization Letter. Please note that if you are requesting AT to work with multiple companies, you will need to submit a separate request for each company, even if it is within the same period. You will be able to add the relevant information in the comment section.

Please follow these instructions:
The J-1 Request Employment Authorization is available via the Axess portal at http://axess.stanford.edu
Login to AXESS with your SUNet ID and password.
On the Home page, click on “Student” tab as shown below.

![Axess Portal Screenshot](image)

At the bottom of the Student page, under Employment subheading you will see the following links:

- Create Practical Training Application Request
- Track/Revoke Practical Training Application Request
- Continue Saved Practical Training Application
At this point, you can create a new request for J-1 employment authorization, track the status of your existing Employment Authorizations, or edit and complete your saved Request.

When you click on **Request Employment Authorization**, a menu of available J-1 employment types will be displayed.

As soon as you select the type of Employment Authorization Request, a list of **Student Eligibility Conditions** will be shown for the selected employment type. Please read it carefully.

If you are qualified for this employment type, check the “I agree to the above” box before clicking on the **Continue** button.

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**I am requesting....**

- Academic Training
- On-Campus Employment
- Post Doc Academic Training

**I attest that:**

1. I have been maintaining valid J-1 status.
2. I understand that the Responsible Officer at the I-Center must approve the specific employment in advance and in writing.
3. I understand that I cannot start working until I receive approval from the I-Center.
4. I understand that I will need to permanently keep the written approval of employment.
5. I have health insurance coverage for myself and my J-2 dependent(s).
6. I have a job offer.

**Prior to graduation:**

1. I will not work more than 20 hours per week while school is in session. Full-time employment (more than 20 hours a week) during official school breaks is permitted. Students need separate endorsements for part-time and full-time employment.
2. I understand that this approval will be automatically withdrawn if my academic program is no longer active.
3. I understand that I am not eligible to participate in other on-campus employment when receiving RA/TAship while school is in session. (During Summer, students who hold RA/TAships can work a total of 40 hours per week, including other on-campus employment. Students who have a summer RA/TA-ship and wish to apply for summer employment should also discuss their plans with their department.)
4. I understand that I may work full-time under TCR status while school is in session. This employment may only begin after receiving proper Academic Training authorization. I understand that I am not eligible to receive RA/TAship (or SGP) funds during the academic year while working full-time under Academic Training.

**After graduation:**

1. I have a job offer that starts within 30 days of my completion of study.
2. I understand that I cannot have a gap between two employments, otherwise I will forfeit the remaining period of my academic training.

**I agree to the above**

[Continue] [Back]
The J-1 Student Employment Request Form will then be displayed. The information to be provided in each section is described in the following pages.

At the creation of your Request, the Transaction Status will be New, and the Transaction ID number will be: 00000000. A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this Transaction ID number in all your application follow-ups with the I-Center.

The Employment Request Form opens with the Requestor’s EmplID, Last name, First name, DS-2019 start and end dates, and SEVIS ID number auto populated in the “Person Details” section:

Your Stanford primary e-mail address auto populated in the Email ID field, but you can edit it if needed.

The J-1 Academic Training prior to graduation can only be Part Time while school is in session (Max. 20 h/w). During school breaks, and vacation it can be Full Time. If your work will be a combination of Full-time (during school breaks/ Summer vacation) and Part-time (while school is in session) then you need to submit two separate applications.
The J-1 Academic Training after graduation can only be **Full Time**

The J-1 Academic Training can NOT be endorsed for more than 18 months.

You will be able to click on the **magnifying glass** to open a Search screen to find your advisor[s information. Click on **Advanced Lookup** to search by Advisor[s Last Name, First Name, Email Address, Position, and Department.

As soon as you select your advisor from the Look Up screen, all the information for the selected advisor will be auto populated in the **Academic Advisors** section.

The Employer Information should be entered in the **Employer Details** section. **Supervisor Family Name, First Name, Employer Name**, and Address fields are mandatory fields(*).

A list of your previously endorsed employment "On-Campus, Academic Training" will be displayed in the **Previously authorized J-1 Student Employment** section as shown below.

If you have any previous Academic Training i.e. AT from another school that is not indicated in this section, please enter the missing Academic Training in the Comment section at the bottom of this form.
You need to enter a Brief description of the goals and objectives of your “training program” in the **Purpose of Training** section. (The first field in this section is required).

At this point you will have the option of either **SUBMITTING** the request or **SAVING** it to continue later.

You will also be able to add additional information / comment for the I-Center Advisor, in the **Comment** section.

Finally, you will have to check the box to certify that the entered information is correct before clicking on the Submit button:

**Note:**

**Back:** All information on the current page will be erased and you will be directed to the previous Page.

**Save:** You will save the current version of your Application as a draft that you can review and amend later before submitting your request.

**Submit:** Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.