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**ACADEMIC TRAINING APPLICATION**

##  **EMPLOYER STATEMENT**

##

**NAME OF STUDENT:**

**FIELD OF STUDY:** **COMPLETION DATE OF EXCHANGE PROGRAM:**

**To the student:** Complete the above information. Submit this form to your employer.

**To the employer:** The above student is currently in the U.S. on a nonimmigrant student visa and is applying for ***Academic Training*** authorization. Academic Training is an experiential component of the student's academic experience. It cannot be used to begin permanent employment. Students may begin Academic Training only after receiving authorization by the International Student Advisor at the University of Richmond. Academic Training authorization is noted on a letter provided by the International Student Advisor and the student’s DS-2019 form.

The student may only work during the time period indicated on the letter and DS-2019. Academic training may be paid or unpaid, and may occur on a part-time or full-time basis before or after completion of studies as long as the time limit is not exceeded. Students may work full-time during the summer and official school breaks and no more than 20 hours per week during the academic year. We would appreciate your assistance in answering the following questions to support the student’s request for Academic Training authorization.

**Important Note:** All academic training must either be fully in person or hybrid, fully remote work is not possible. Hybrid work is only possible if the student works remotely no more than 40% of the time (e.g., two days out of five).

1. Name, address, and telephone number of employer:

1. Name, title, phone number, and email of supervisor:

1. Description of company or organization:

1. Dates on which Academic Training will begin and end:

1. Number of hours student is expected to work per week:

1. Compensation (if applicable):

1. Please describe the exact nature of this training.

1. The student will be working **[ ]** fully in-person **[ ]** hybrid (remote no more than 40% of the time).

NAME       TITLE

SIGNATURE       DATE

Deadlines: **May 1** for the spring semester **December 1** for the fall semester

\*\*Please email to Diana Trinh, International Student Advisor, Office of International Education, University of Richmond at [dtrinh@richmond.edu](file:///C%3A%5CUsers%5Cdt5kp%5CAppData%5CLocal%5CBox%5CBox%20Edit%5CDocuments%5CbWJXoEXWAUKDUwlzUpb5bQ%3D%3D%5Cdtrinh%40richmond.edu).