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International Office

J-1 STUDENT EXCHANGE VISITOR ACADEMIC TRAINING (AT) APPLICATION FORM

(for College and University J-1 Student Exchange Visitors with Harvard University J-1 Visa Sponsorship)

ACADEMIC UNIT LETTER OF RECOMMENDATION

STUDENT NAME: _____

SEVIS ID: _____

EMAIL: _____

***HBS Students: Submit this form via registrar@hbs.edu to the MBA Registrar's Office for the signature.**

Harvard University has been designated by the U.S. Department of State ("DOS") to sponsor an Exchange Visitor Program ("EVP"). The EVP was developed to implement the Mutual Educational and Cultural Exchange Act ("Fulbright-Hayes Act") of 1961. The overall purpose of that Act, and the objective of the EVP, 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). DOS regulations authorize foreign college and university students in an EVP pursuant to a J-1 Visa ("Student Exchange Visitors") to participate in academic training programs as part of their studies, provided that a number of conditions have been met.

Among other things, DOS regulations require that academic training experiences for J-1 Student Exchange Visitors:

- 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;
- be directly related to the participant's major field of study and an integral or critical part of the participant's academic program;
- prioritize academic objectives and not be driven by the labor needs of the training organization; and
- consist of primarily substantive roles (e.g., shadowing managers, participating in project design, management, or event planning) that involve no more than infrequent non-substantive tasks;
- be fully in person or hybrid, with no more than 40% remote participation (e.g., two days out of five) if the Training Organization has instituted a partial remote work policy.'

In order for the Responsible Officer ("RO") at the Harvard International Office ("HIO") to authorize academic training for a Student Exchange Visitor, the participant's academic advisor or dean must (1) review the Training Organization Attestation from the participant's proposed training organization for the academic training program and (2) provide the HIO with the following information:

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- Describe the goals and objectives of the specific academic training program proposed for the participant.

Training Organization Information

Name of Training Organization: _____

Street Address: _____

City: _____

State: _____

U.S. ZIP Code: _____

Training Supervisor's Name: _____

Training Supervisor's Address: _____

Start Date of Training: _____

End Date of Training: _____

Number of Hours Per Week: _____

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- Explain how the academic training relates to the participant's major field of study and why this academic training is an integral or critical part of participant's academic program.

As the Student Exchange Visitor's academic advisor or dean, I have provided and reviewed the above information. I support the proposed academic training for the Student Exchange Visitor. With this form, I recommend that you authorize the Student Exchange Visitor to participate in the academic training program described in this letter of recommendation.

NAME OF ACADEMIC ADVISOR OR DEAN: _____

TITLE OF ACADEMIC ADVISOR OR DEAN: _____

ELECTRONIC SIGNATURE OF THE ACADEMIC ADVISOR OR DEAN: _____

DATE: _____