

Academic Training Placement Form

Student Requesting Academic Training:

(First Name)

(Last Name)

Authorized AT Placement representative completes this section:

The above George Mason University student has applied for Academic Training (AT) authorization which must be approved by GMU's Office of International Programs and Services (OIPS). OIPS advises international students on compliance with US immigration law and regulations. Academic Training is a benefit that exchange visitor students (students who enter the U.S. with J-1 visas) can apply to during their program. The purpose of the Exchange Visitor Program, also known as BridgeUSA, 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. GMU is required to thoroughly review all proposed Academic Training to confirm it is appropriate for the student's field of study and is an integral part of their academic program at GMU per 22 CFR 62.23 (f). As the student's sponsor, GMU is required to confirm all third parties understand and comply with applicable provisions of J-1 federal regulations.

Name of Placement Organization:

Physical Address of Organization/location of student during AT:

Number of Hours per Week: _____

This position allows for _____ days of telework a week.

Dates of AT: From _____ to _____

Compensation amount: _____ (hourly wage/salary/stipend/other remuneration)

Name of Supervisor at location: _____

Title: _____

Phone: _____ Email address: _____

Please describe the Academic Training position and required duties (attach additional documentation as needed):

Academic Training supervisors and students are required to:

- Report if there is a change in Academic Training placement location, duties, hours, supervisor or compensation.
- Work together to complete the required evaluation(s). One final evaluation is due at the end of the training and a mid-point and final evaluation is due for positions over six months. Longer positions require an evaluation every six months.
- Read Academic Training Information for Supervisors and Host Organizations and agree to monitoring and reporting requirements.

(First Name)

(Last Name)

Date _____

Signature _____

Title _____

Phone number _____

email address _____

Academic Training Information for Supervisors and Host Organizations

- Training activities must be critical or integral to the academic program. AT must "consist of bona fide training activities that are connected to a substantial academic framework and are designed to expose participants to the operations of their field."
- AT must "prioritize academic objectives and are not driven by the labor needs of a host organization"
- AT should 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." Unskilled placements do not qualify. Non-substantive tasks appropriate to the placement (such as clerical duties) must not be more than 20% of duties.
- Remote work positions are not possible.
- AT must be predominately (60% or more) in person. Thus, no more than two days a week of telework is allowed if the employer already has a telework policy in place. Maximum telework days per week must be approved by OIPS in advance.
- AT must follow all other J-1 regulations.
- If there will be physical contact with human participants or animal subjects as part of the AT, students must reach out to an OIPS J-1 advisor for specific guidance before applying to the position.
- All sites of work activities for the AT must in the United States.
- Students and supervisors must agree to the required monitoring plan and evaluations.
- If the proposed Academic Training is post-completion, it must be paid.

Academic Training placements are required to:

- Monitor and report if the student has not arrived or is not participating in agreed Academic Training.
- Report if there is a change in Academic Training Placement location, duties, hours, supervisor or compensation.
- Understand and agree to health and safety reporting requirements listed below.
- Work with the student to complete the required Academic Training Evaluation.

List of Reportable Incidents

GMU will need to report to the Department of State, on or before the next business day, any of the following incidents that occur that involve an exchange visitor student. Students should report promptly to the Office of International Programs any of the incidents listed below and other incidents that may bring the sponsor's exchange program into notoriety or disrepute [22 CFR 62.13(d)].

- Exchange Visitor Death
- Exchange Visitor Missing, Absconder, or Overstay (i.e., whereabouts unknown or intentionally left the program without notifying sponsor)
- Serious Behavioral Problems (e.g., substance abuse, bullying, or harassment)
- Serious Medical Issues (e.g., cancer diagnosis, surgery, or any condition requiring hospitalization of 48 hours or more)
- Serious Mental Health Concerns (e.g., suicidal ideation or attempt, eating disorder, self-harm, psychiatric hold and/or hospitalization, or early program end due to mental health) • Sexually-Related Incident or Abuse (e.g., incident or allegation involving sexual exploitation, harassment, assault, or misconduct)
- Incident Involving the Criminal Justice System (e.g., arrest, charges, incarceration, detention, or other law enforcement involvement) • Incidents Involving Child Protective Services • Fraud (e.g., visa, immigration, or financial fraud or scam)
- Theft of Intellectual Property or Violations of Import/Export Controls • Lost or Stolen Immigration Documents (e.g., lost or stolen passport/visa or stolen Form DS-2019)
- Unsuitable Host/Work Conditions (e.g., incident or allegation involving workplace bullying, harassment, discrimination, hostile work environment, or work hours and/or wage-related issues)
- Actual or Potential Negative Press (i.e., incident expected to bring DOS, the sponsor, or the Exchange Visitor Program into notoriety or disrepute)
- Foreign Government Involvement (including Foreign Embassy or Consulate Involvement)
- Litigation (Lawsuits) or Other Legal Actions (related to the Exchange Visitor Program, in which a sponsor, site of activity, or an exchange visitor may be a named party)
- Public Security Incident or Natural Disasters Directly Involving Exchange Visitor Safety (e.g., bombing, shooting, other acts of violence, civil unrest, fire, tornado, flood, or hurricane)