



ACADEMIC TRAINING (AT) APPLICATION

PART 1: To be completed by student

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_
BU Student ID#: \_\_\_\_\_ SEVIS ID#: \_\_\_\_\_
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
Company Name: \_\_\_\_\_
Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Supervisor: \_\_\_\_\_
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_
Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
# of Hours Per Week: \_\_\_\_\_ Paid or Unpaid: \_\_\_\_\_
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART 2: To be completed by your Academic Advisor

I, \_\_\_\_\_, certify that this AT is a required and/or integral part of the education experience of this student and they will be enrolled in the following internship course: \_\_\_\_\_. I have reviewed the student's job offer letter from \_\_\_\_\_ and I recommend the AT.

Main goals/objectives of this work experience:
How the job relates to the student's field of study:
How this experience is required and/or integral to the student's academic program:

UG Academic Advisor or GR Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PART 3: To be completed by the Smith Career Center Representative

I, \_\_\_\_\_, certify that the student named above has met with me regarding this academic training opportunity and I have seen the student's offer letter. The student has been approved for an internship through the Smith Career Center. The student will be enrolled in the following internship course:

\_\_\_\_\_.

Smith Career Center  
Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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PART 4: To be completed by the International Advisor

Based on the information stated above and approval from the Smith Career Center, I, \_\_\_\_\_, have determined that the academic training being requested is warranted and fulfills the necessary requirements. This academic training experience has been approved.

ARO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please make sure to keep this form after its completion as it is proof of your authorization to work.  
Please note that this is your only proof of authorization and you may need this document for future reference.