

[Please have it typed onto your official letterhead]

Sample Recommendation Letter for J-1 Academic Training

(This is a sample only. The letter must be typed on department letterhead.)

Date:

To: Office of International Student & Scholar Services

From: _____ (name of academic advisor or dean)

This is to confirm that Mr./Ms. _____ will complete the _____ degree in _____ on (date) _____.

The student has located professional employment/training in her/his major field of study. The employment will run from (beginning date) _____ to (end date) _____. The job designation (title) will be _____ and will involve the following responsibilities: (list responsibilities). _____

The Employer is _____ and the address is _____.

The name of the supervisor is: _____ Title: _____ Phone: _____.

The number of hours worked each week will be: _____ at a salary of: \$_____. The main goals and objectives of this academic training will be: _____.

It relates to the student's training as follows: _____.

This training is an integral or critical part of the student's academic training program because: _____

_____.

Signed:

Name, Title, Department, contact information