

## Sample Recommendation Letter for J-1 Academic Training (AT) Request

Note: This is only a sample. The final letter must be on departmental letterhead and signed.

[Date]

Dear International Student and Scholar Services,

**Use this paragraph if the AT will occur BEFORE the student has completed their degree program:** This is to confirm that [student's name] is expected to complete his/her/their [degree program and level] on [date of expected graduation]. The student is in good academic standing. The student **will/will not** receive course credit for the Academic Training. **\*Only if receiving course credit:** The student will take [course code (example: CTK 498)] for [number] credit hour(s).\*

**Use this paragraph if the AT will occur AFTER the student has completed their degree program:** This is to confirm that [student's name] completed/is expected to complete his/her/their [degree program and level] on [date of graduation].

The student has been offered **paid/unpaid** employment in his/her/their field of study. I confirm that I have reviewed the student's job offer letter and any supplemental documentation that was submitted in the ISSS Portal as part of the *Academic Training Request*. The student will be working as **a/an [job title]**. The employer is [employer's name], and the employer's address is [employer's address]. The employment will run from [employment start date] to [employment end date]. The student will work for [number] hours per week. The student's supervisor will be [supervisor's name], [supervisor's title], and can be reached at [supervisor's email address], [supervisor's phone number]. The work arrangement is **in person/hybrid**. **\*Only if hybrid:** The student will work from home [percentage] of the time per week.\*

I confirm that the student's role will be primarily substantive activities. The job duties/responsibilities will be: **(List all job duties in detail.)**

This employment/training relates to the student's field of study as follows: **(Clearly state how the student's job duties relate to their field of study.)**

The main goals and objectives of this Academic Training will be: **(Include specific learning objectives and goals and a description of how the student will meet them.)**

This employment/training is an integral or critical component of the student's academic program because: **(Clearly explain how this will supplement the student's degree.)**

As part of this recommendation, I also confirm that I understand the student will be required to submit an Academic Training evaluation form every six months and at the end of their employment.

Sincerely,

**[Academic Advisor/Graduate Coordinator's signature],**

**[Academic Advisor/Graduate Coordinator's name, title, and contact information]**