

Sample Academic Advisor Letter for J-1 Academic Training

Note: This is a sample only. The letter must be typed on department letterhead.

To: Exchange Visitor Program Responsible Officer

Date:

Texas Tech University

From: (name of TTU academic advisor or dean)

This letter confirms that (student name)_____ will complete the (DEGREE LEVEL) degree in (DEGREE FIELD) on (date) _____. The student has found a professional training opportunity in her/his major field of study. The Academic Training dates are (beginning date) _____ to (end date)_____ and the Academic Training assignment is not a tenure-track or permanent position. The Employer is _____ and the training site address is _____ . Name of the training supervisor: _____ Title: _____ Phone: _____, email _____.

Number of hours to work each week: _____ .

(Please add the following; each are required per 22 C.F.R part 62):

- o A description of the training program,
- o The goals and objectives of the training program.
- o How the training relates to the student's major field of study.
- o Why it is an integral or critical part of the academic program of the exchange visitor

Based on the employer's Academic Training offer letter of (date), I recommend the approval of (student name)'s Academic Training.

Signed:

Name, Title, Department, contact information