

## Sample Recommendation Letter for J-1 Academic Training

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

Date:

To: International Student and Scholar Advisor  
University of Michigan International Center

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

*Last reviewed: 3/06*