



ACADEMIC TRAINING: ACADEMIC ADVISOR RECOMMENDATION

The following form must be completed by the following individual **ONLY**:

- **Undergraduate Students: Director of Undergraduate Studies (DUS) for the student's major program**
- **Graduate Students: Academic Advisor or Director of Graduate Studies**

According to federal regulations, in order for a J-1 student to engage in academic training, the student must have a job offer and the following information must be provided by the student's academic advisor or program dean. Academic advisors/deans must also assess the training opportunity and certify that the position is directly related to the student's major area of study and an integral component of the student's academic program. Please contact the ISSS with any questions about this form or about J-1 regulations pertaining to academic training.

STUDENT INFORMATION:

Name: _____ PID: _____ Degree Level: _____

Major: _____ Expected Term of Completion (e.g. Spring 2019): _____

DESCRIPTION OF THE TRAINING PROGRAM:

AT Training Location (Name): _____

AT Training Location (Address): _____

Name of Training Supervisor: _____

Address of Training Supervisor: _____

Job Title: _____ Hours per Week _____ Dates of Training: _____ to _____

GOALS AND OBJECTIVES OF THE SPECIFIC TRAINING PROGRAM

Provide a brief description of each goal/objective the student will achieve through this specific training experience.

- Goal 1: _____

- Goal 2: _____

- Goal 3: _____

HOW DOES THE TRAINING RELATE TO THE STUDENT'S MAJOR FIELD OF STUDY?

Provide an explanation on how the training experience is related to the student's major field of study.

WHY IS THE TRAINING AN INTEGRAL/CRITICAL PART OF THE STUDENT'S ACADEMIC PROGRAM?

Provide a thorough description of how the training experience is integral/critical to the student's academic program.

As the student's Academic Advisor or Director of Undergraduate/Graduate Studies, I have set forth the nature and details of the academic training program. I have reviewed the student's job responsibilities and confirm that the proposed placement consists of bona fide training activities that are connected to a substantial academic framework, and designed to expose the student to operations in their field of study. I approve of the amount of time requested as necessary to complete the goals and objective of the academic training. Once the student has concluded their training experience, I will review the student's final evaluation from their employer and assess the experience to ensure the training experience was successfully executed. I recommend this student to participate in the "Academic Training" program that I have described.

Academic Advisor/DUS/DGS Signature: _____ Date: _____
Printed Name: _____ Title: _____