# Academic Advisor Recommendation Letter for J-1 Academic Training

*The letter must be typed on department letterhead.*

Date:  
April 24, 2024

To:  
International Student Advisor  
Northern Illinois University  
International Student and Scholar Services  
  
  
From:

[name of academic advisor or dean]

This is to confirm that Mr./Ms [student’s name] will complete the [name of degree] degree in [area of study] 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 will be [title] and will involve the following responsibilities:

• List of responsibilities

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The employer is[name of employer] and the address is [address]. The name of the supervisor is: [name], [title] who can be reached at [phone]. The number of hours worked each week will be [number] at a salary of $[salary] . The main goals and objectives of this academic training will be:

• Goals

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It relates to the student's training as follows: [how it relates]. This training is an integral or critical part of the student's academic training program because [why it is integral].

Signed,

[name]  
[title]  
[department]  
[contact information]