# 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

•

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

•

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]