

SAMPLE ACADEMIC TRAINING EMPLOYMENT OFFER LETTER

Date
Address

Dear **(Student's Name)**:

I am pleased to offer you a position as **(please add job title)** at **(name of employer—if address where work will be performed is different from address given at start of this letter, please list the workplace address here)**. This training program will begin **(date)** and end **(date)**. This training program will require ____ hours per week, and your salary will be \$_____. Your training will be performed under the supervision of **(name of supervisor)**.

The goals and objectives of this employment/training program are **(description of goals and objectives)**. **[Please include a description of how this training relates to the student's major field of study, and why it is an integral or critical part of the academic program of the exchange visitor student.]**

Sincerely,

Supervisor's name and title

SAMPLE ACADEMIC TRAINING ACADEMIC ADVISOR'S LETTER

Date
Address

To whom it may concern:

I am writing to recommend a period of Academic Training employment authorization for **(name of student)**, a student in J-1 status. **(Name of student)** has been enrolled full-time studying for a **(degree name)** in the field of **(academic field)**, and is in good academic standing. **(Name of student)** will meet the requirements for this degree by **(month, day and year of expected completion of academic program)**.

[If any of the above paragraph does not apply to the student's academic activity, please include an explanation.]

This training will take place at **(employment location with address)** under the supervision of **(name of training supervisor)** for ___ hours per week, starting **(month, day, year)** and ending **(month, day, year)**.

The goals and objectives of the specific training program to be undertaken by this student are: **(please include a brief description of training goals and objectives)**.

[Please include a description of how this training relates to the student's major field of study, and why it is an integral or critical part of the academic program of the exchange visitor student.]

The academic training described above for **(name of student)** is approved for the length of time necessary to complete the goals and objectives of the training.

Sincerely,

Name and title of academic advisor