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