

Advisor's Recommendation Form for J-1 Academic Training

(To be photocopied on department letterhead completed and returned to OISSS)

Mr./Mrs. _____ will complete the requirements for the
(name of student)
degree of _____ in _____ on _____
(state degree) (state field of study) (state month/day/year)
and wishes to engage in the Academic Training program described below.

Employer's Name _____

1. Description of the Training program

Site of Activity (physical location; please provide complete address):

Job Title: _____ Number of hours per week: _____

Name and address of Training supervisor: _____

Job Duties: _____

Dates of the Training: From _____ To _____

2. Goals and objectives of the specific Training program _____

3. How does the Training relate to the student's major field of study _____

4. Why is the Training an integral or critical part of the student's academic program?

As this student's Academic Advisor/Department Head, I have set for the nature and details of the Academic Training Program. I certify the amount of time requested is necessary to complete the goals and objectives of the student's training. With this letter I recommend that you authorize this student to participate in the Academic Training Program that I have described.

Signature of the Academic Advisor, DGP, or Department Head Date

Name and Title of the Academic Advisor, DGP, or Department Head (Please print or type)

E-Mail Phone

Academic Training

J-1 students are eligible to apply for up to eighteen months of Academic Training in their field of study. Academic Training is available before or after completion of studies or a combination of both for a total of eighteen months. The training is intended to supplement the student's academic program in the United States. An additional period of eighteen months may be granted and authorized for a post-doctoral research position at a research institution only. The student must be maintaining lawful J-1 Status, be in good academic standing, and the Responsible Officer (J-1 Program Sponsor) must authorize the specific employment in the advance and in writing. Employment must be recommended by the student's academic adviser (**please refer to Academic Adviser's Form for J-1 Academic Training**) and cannot begin without written authorization from OISSS. Students need to make an appointment to see an OISSS adviser to obtain further handouts and instructions on how to apply for this employment benefit. Employment documents include the J-1 Academic Training authorization letter and the Form DS-2019.

J-1 Academic Training (Instructions for Academic Adviser)

As part of the procedure for our authorizing J-1 Academic Training for N.C. State international students, we are required to review and retain a letter from the student's academic adviser, Director of Graduate Programs, or Department Head recommending the training. Additionally, the regulations require that the academic adviser be given an **offer letter** from the student's prospective employer for use in writing to the J-1 Responsible Office (OISSS) recommending the Academic training. The employer's letter should include the **student's job title, a brief description of the goals and objectives of the training program (the employment), the dates and location of the employment, the number of hours per week, and the name and address of the training supervisor and duties**. We are also required to retain a copy of the employer's letter which should be attached to your recommendation letter to us. According to the text of the regulations, the adviser's recommendation must set for the following:

1. the student's degree, major field and (expected) date of completion;
2. the goals and objectives of the specific training program;
3. a description of the training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;
4. how the training relates to the student's major field of study; and
5. why it is an integral or critical part of the academic program of the exchange visitor student.

Since both applicant and faculty often request clarification of the requirements for the letter, we have attached a form for your review and reference. Please feel free to copy the sample letter onto your department letterhead, complete the recommendation and return it to our office. There is no requirement that the academic adviser support a student's request for Academic Training and we expect you to complete the attached recommendation letter only if you approve of the proposed employment in terms of its appropriateness to the program of study. If you have any questions on the J-1 Academic Training process, do not hesitate to call an adviser at the OISSS. We appreciate your assistance on the student's behalf.

The offer letter must include position title, duties, location, salary and duration of employment.