# PLEASE PRINT LETTER ON DEPARTMENTAL LETTERHEAD

## Recommendation Letter for J-1 Academic Training

To: Thomas Carter, Director of International Education

From: Advisor’s Name, Title

Re: Recommendation for Academic Training for name of student

Date: Current Date

This letter is written to confirm that the above named student will complete/has completed all requirements for a Doctoral/Master’s/Bachelor’s degree in student’s major/program of study at SUNY College of Environmental Science and Forestry on month/ day/ year. It is an integral and critical part of this degree program that a student gain practical experience in the field because [please indicate rationale for Academic Training request].

This student has an opportunity to pursue academic training with the employer indicated below. I have discussed this opportunity with her/him and believe that this employment opportunity will provide valuable and necessary academic training.

The details of the Academic Training experience are as follows:

* Position Title:
* Supervisor of Position (Name and Contact Info):
* Academic Training Site/ Employer’s Name
* Academic Training Site/ Complete Address Work Address:
* Number of Hours to be Worked Weekly:
* Academic Training Start Date
* Academic Training End Date:
* Objectives of Academic Training Experience:

Also indicate how the Academic Training relates to the students field of study.

Accordingly, I recommend that s/he be allowed to pursue this Academic Training experience.

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Academic Advisor Signature: Date:

## Associate Provost for Academic Affairs:

I have reviewed the advisor recommendation above and verify the accuracy of the aforementioned student’s academic program details. Thank you for your assistance in issuing a DS-2019 that authorizes the Academic Training experience noted above.

Associate Provost for Academic Affairs signature: Date: