

J-1 ACADEMIC TRAINING
ADVISOR'S RECOMMENDATION FORM
The University of Tennessee, Knoxville

To: Academic Advisor
From: International Student and Scholar Services
Re: Academic Training Recommendation

Background: An international student who holds J-1 immigration status is often eligible to apply for a period of "Academic Training" during or after his/her academic program. This period of Academic Training allows the student to obtain some hands-on experience related to the major field of study. U.S. regulations mandate that the academic advisor write a letter recommending a specific training opportunity "setting forth the goals and objectives of the specific training program; 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; how the training relates to the student's field of study; and why it is an integral or critical part of the academic program."

This recommendation form may be used in place of the advisor's "letter" specified in the regulations.

Instructions: The student has been asked to obtain a letter from the organization or prospective employer which will be conducting the training. This letter should include some of the information required by U.S. regulations, specifically, a description of the training program, location, name and address of training supervisor, number of hours per week, and dates of training. Please read the letter from the employer/trainer.

If you are then satisfied that this opportunity meets the criteria for Academic Training, and if the letter contains all the required information, please complete the form below explaining how this training relates to the student's major field of study. Then either return the employer's letter and this form to the student, or send both to Brian Todd, International Student and Scholar Services, 1620 Melrose Avenue (3531). If the student later wishes to change to a different employer or training opportunity, he/she must obtain a new letter from the trainer and a new advisor's recommendation form. If you have any questions or concerns, please call Brian Todd at 974-3177.

Advisor's Recommendation

Name of Student: _____

Major Department at UT _____

Degree Program: _____ (If not enrolled in a degree program at UT, write "Non-degree")

Date of Graduation or Completion of Studies (expected or actual) at UT: _____

Current Academic Standing: _____

I have read the letter from the prospective employer/trainer and discussed it with the student. I feel that this employment or training is directly related to the field of study and is consistent with the objectives of the student's academic program. If this training will take place before the student completes his/her degree or course of study, I believe that this training will not delay the completion of the academic program.

Name of Advisor: _____ Department: _____

Telephone: _____ E-Mail: _____

Signature

Date