**Template Recommendation Letter for J-1 Academic Training**

**INSTRUCTIONS: We recommend the student draft this letter, take their job offer letter and meet with their academic advisor to discuss their employment opportunity, and then ask the advisor to edit the letter as they feel is necessary and place on their department’s letterhead before signing it. The signed letter should then be scanned and uploaded in Sunapsis.**

Date:

To: Office of International Services, University of Maryland, Baltimore

This is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*student name)* will complete the \_\_\_\_\_\_\_\_\_\_\_\_ (*I.e. master’s, doctoral, etc.)* degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*program name)* on (*date*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The Employment**

The student has received an offer of employment as a \_\_\_\_\_\_ (*job title).* They will be \_\_\_\_\_\_\_ (*description of job duties*). They will work under the supervision of \_\_\_\_\_ (*supervisor name*) at \_\_\_\_\_\_ (*company/institution name*), located at \_\_\_\_\_\_\_(*full* *address*). They are scheduled to work \_\_\_hours per week beginning on \_\_\_\_ (*start date of employment*).

**Training’s Relationship to Student’s Field of Study**

*In this section, please describe:*

* *The goals and learning objectives for this employment,*
* *How the employment activity relates to the student’s major field of study, and*
* *Why it is an integral or critical activity for the academic and professional development of the student.*

Sincerely,

Name, Title, Department