



SETON HALL UNIVERSITY

The Office of International Programs
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ACADEMIC TRAINING RECOMMENDATION LETTER

Academic Training (AT) is permitted for students on J-1 Exchange Visitor visas for a total of 18 months but not for a period exceeding the amount of time the student has been in the J-1 program in the U.S.

To certify the student's eligibility for AT, we need the following information from you:

Name of Student: _____

Degree Program of Student: _____

Date of Completion of Studies: _____

**NOTE: This date should be for the completion of all degree requirements*

Training Program (employment) Information:

Employment Start Date: _____ Employment End Date: _____

Hours per week: _____ Job Title: _____

Employment location:

Name & phone of the employment supervisor:

Goals and Objectives of Specific Training Program:

How does the training relate to the student's major field of study?

Why is the training an integral or critical part of the student's academic program?

How will the training be evaluated for its effectiveness and appropriateness?

Authorizing Signature:

Undergraduate Dean's/Graduate Program Director's Signature _____

Academic Adviser's Name (Printed): _____ Date: _____

Department:

Phone Number: _____ Email: _____