Sample Letter of Recommendation

[Note: This is a sample letter of recommendation for students who will participate in **J-1 Academic Training**. This letter must be printed on department letterhead]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: International Student Advisor, UCI International Center

From: (Name of Academic Advisor/Counselor}

This is to confirm that (Student’s First and Last Name) will complete/has completed their (Non-Degree, Bachelors, Masters, Doctoral) degree in (Major) at (Quarter/Year).

The student has located professional employment/training in his/her major field of study. The employment is expected to begin on (beginning date) until (end date). The student’s job title will be: (list title) and will involve the following responsibilities (list responsibilities).

The employer is (list name of company) and the location is (list address: Street Number, Street Name, Suite (if applicable), City, State, Zip Code).

The number of hours worked each week will be: (list hours), and the salary will be: $ (amount, if any).

The main goals and objectives of this academic training will be: (list goals and objectives). It relates to the student’s program as follows: (list relationship between Academic Training and Program of Study). This training is an integral part of the student’s academic training program because: (list reasons).

At the end of the student’s Academic Training period, they will complete an Academic Training Evaluation (assessing their experience), have it signed by their academic department, and submit it to the International Center within 10 days of Academic Training ending.

Sincerely,

Signed

(Name, Title, Department, Contact Information)