

**Academic Advisor's Recommendation for Academic Training for J-1 Students**  
(This form must be completed by the student's academic advisor or Dean of student's department)

Dear OIP Advisor:

Mr./Ms. \_\_\_\_\_, a Valparaiso University J-1 student majoring in \_\_\_\_\_ wants to engage in the Academic Training program discussed below.

1. Description of the training program:
  - a. Name of prospective employer: \_\_\_\_\_
  - b. Location of employment: \_\_\_\_\_
  - c. Job Title: \_\_\_\_\_
  - d. Name and address of the training supervisor : \_\_\_\_\_
  - e. Dates of the Training: \_\_\_\_\_(m/d/y) to \_\_\_\_\_(m/d/y)
  - f. Number of hours per week \_\_\_\_\_
  
2. Goal and objectives of the training program:  
\_\_\_\_\_  
\_\_\_\_\_
  
3. How does the training relate to the student's major field of study?  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Why is the training an integral or critical part of the academic program of the exchange student?  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Is the student in good academic standing within your department?  
( ) yes ( ) no If no, please explain in a separate memo.
  
6. Date student will complete/completed degree program: \_\_\_\_\_(m/d/y)

As the student's Academic Advisor or Dean, I recommend that you authorize this student to participate in the Academic Training program I have described.

Sincerely,

\_\_\_\_\_  
Signature of the Academic Advisor or Dean    Printed Name & Title    Date

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**For OIP use only:**

- Based on the information provided in the student's written job offer and the advisor's recommendation, I determine that the requested Academic Training ( \_\_\_ is \_\_\_ is not) warranted.
- The criteria and time limitations set for the in 22CFR 514.23(f)(3) and (4) (\_\_\_ are \_\_\_ are not) satisfied.
- In order to ensure the quality of the Academic Training program, I hereby evaluate the effectiveness and appropriateness of the Academic Training in achieving the stated goals and objectives as follows: \_\_\_\_\_ Satisfactory    \_\_\_\_\_ Unsatisfactory

\_\_\_\_\_  
Signature of J-1 RO/ARO    Date