

# LETTER FROM ACADEMIC ADVISOR FOR ACADEMIC TRAINING

TO: International Student Advisor

FROM:

*Advisor's Name and Title*

DATE:

RE: Academic Training for

*Student's Name*

## 1. Description of the Training Program

Job Title:

Training Supervisor Name:

Address:

Phone:  Fax:  E-mail:

Date of training: from  to:  Hours per week:

Salary:  per:

## 2. Goals 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/critical part of this student's the academic program?

Signature of Academic Advisor: \_\_\_\_\_

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### Evaluation by Responsible Officer:

1. I have review this letter and determined that the academic training requested  is  is not warranted
2. The criteria and limitations set forth in 22 CFR 514.23(f)(3) and (4)  are  are not satisfied
3. I hereby evaluate the effectiveness and appropriateness of the academic training in achieving the state of goals and objectives as follows:  Satisfactory  Unsatisfactory

Date:

*Name and Title of the Responsible Officer*