



## LETTER FROM ACADEMIC ADVISOR FOR ACADEMIC TRAINING

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**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:**

**Email:**

**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 the student's academic program?

**Signature of Academic Advisor:**

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### Evaluation by Responsible Officer:

1. I have reviewed this letter and determined that the academic training requested is: warranted \_\_\_ not warranted \_\_\_ .

2. The criteria and limitations set forth in 22 CFR 514.23(f)(3) and (4) are: satisfied \_\_\_ 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 \_\_\_ .

*Name of Responsible Officer*

*Title of Responsible Officer*

*Date*