



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOJ1@utdallas.edu

J-1 Academic Training Recommendation Form

This form provides the information required by the U.S. Department of State to grant academic training authorization to a J-1 student. The student's Academic Advisor or Dean can complete and sign this form to recommend a student be granted this authorization. Questions can be directed to the International Student Services Office at ISSOJ1@utdallas.edu.

Student Name _____

Major _____ UTD ID _____ Date of Birth mm/dd/yyyy _____

A. Academic Training Program Information

Academic Training Site Name _____

Academic Training Site Address _____

City _____ State _____ Zip Code _____

Position title _____

Direct supervisor name _____

Supervisor address _____

City _____ State _____ Zip Code _____

Number of hours per week _____ Training Start Date _____ Training End Date _____

B. State Academic Training Program Goals and Objectives

C. State How This Academic Training Program Relates to This Student's Major

D. State Why This Academic Training Program Is an Integral or Critical Part of the Academic Program

Does student's degree require this Academic Training? Yes No Will the employment be part-time full-time

E. The Academic Advisor or Dean's Recommendation

As the student's Academic Advisor or Dean, I have set forth the nature and details of this Academic Training program. I approve of the amount of time requested as necessary to complete the goals and objectives of the training. I recommend authorization for this student to participate in the Academic Training program described above.

Academic Advisor or Dean Name _____

Signature _____ Date _____

F. Submit this J-1 Academic Training Recommendation form to the ISSO.

- In person: Submit to the ISSO during office hours. Monday - Thursday, 8 a.m. to 6 p.m. Friday, 8 a.m. to 5 p.m.
By e-mail (additional paper copies are not required: Submit to ISSOJ1@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.