

**International Student Advisor
Manhattan College
Riverdale, NY 10471
(718) 862-7213 (phone)
(718) 862-8016 (fax)**

**ACADEMIC ADVISOR'S RECOMMENDATION FORM FOR ACADEMIC TRAINING
(Students in J-1 Status Only)**

This form is provided for your convenience. The information requested is to comply with the United States State Department (Bureau of Educational and Cultural Affairs). The international student named below is applying for academic training.

Academic training is defined as employment for wages or other remuneration that is directly related to a J-1 student's major field of study. The student must be in good academic standing, have an offer of employment, and have the written approval of the academic advisor or department chair before authorization for academic training may be issued. The State Department requires that you briefly explain how the training relates to the student's major field of study and why it is an integral or critical part of the student's academic program. Academic training may take place during a student's course of study and/or after graduation. It may carry academic credit or be non-credit.

Student's Name: _____
(please print)

Degree program: ___ Bachelor's
 ___ Master's
 ___ Exchange

Field of Study: _____

Student's Current U.S. Address:

Student's Permanent Home Country Address:

Name and Complete Address of Employer:

Name of Training Supervisor: _____

Dates of Academic Training: from _____ to _____ Hours per week: _____

Brief description of duties: _____

(OVER)

DEPARTMENT CHAIR/ACADEMIC ADVISOR COMPLETES THIS SECTION:

Please explain how the proposed training relates to the student's major field of study and why it is an integral part of the student's academic program:

Chair/Advisor's Signature

Name and Title (please print)

Department: _____

Telephone: _____

Date: _____

PLEASE RETURN THIS FORM TO THE OFFICE OF THE INTERATIONAL STUDENT ADVISOR