

# ACADEMIC TRAINING EMPLOYMENT RECOMMENDATION FORM

International students in J-1 status will be eligible to participate in Academic Training following one semester of full-time study. In most cases these students will be exchange students at Pace for only one semester and participating in Academic Training prior to their planned return to their home institution. The Academic Training is an extension of their program as long as it coincides with their academic objective. The purpose of this form is to guarantee the integrity of the program by having Academic Advising approval of the proposed Training. Based on this recommendation, the International Students and Scholars' Responsible Officer will provide legal authorization to the student to accept the employment.

## To be completed by Academic Advisor:

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_

Campus: \_\_\_\_\_

The above-named student is a student in good standing at Pace University and has been offered a position to participate in academic training. The specifics of the position are as follows:

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Goals and Objectives of the Training:

Dates of employment: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time (20 hours or less) \_\_\_\_\_

I have reviewed the job description for the position listed above and certify that it is directly related to the student's field of study at Pace University.

\_\_\_\_\_  
Name of Academic Advisor

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

\_\_\_\_\_  
Academic Department/School

\_\_\_\_\_  
Date