

J-1 Pre-Completion Academic Training (AT) Recommendation Letter

Template & Instructions for Academic Advisors / Deans

Why this letter is required

Under federal exchange visitor regulations (22 CFR § 62.23(f)(5)(i)), a J-1 student may not begin Academic Training until the school's Responsible Officer (RO) or Alternate Responsible Officer (ARO) has reviewed a letter of recommendation from the student's academic dean or advisor and authorized the training on Form DS-2019. This letter is the document the RO/ARO reviews — it is not sent directly to a government agency, but it is the regulatory basis for approving the student's AT.

The regulation requires the letter to specifically address four elements, listed below. Missing any one of them is the most common reason ROs send a letter back for revision.

Required content — 22 CFR § 62.23(f)(5)(i)

Regulatory Requirement	What to Include
Goals and objectives of the specific academic training program	What the student will learn or accomplish through the training.
Description of the program	Location; name and address of the training supervisor; number of hours per week; start and end dates of the training.
Relationship to major field of study	How the training connects to the student's academic major/concentration.
Why integral or critical to the academic program	Why this experience is a necessary or recognized part of completing the degree program.

How this template is organized

To keep this quick, the letter is split by who completes it. Sections A, B, and C are fill-in tables that a student services staff member can complete directly from records — no writing required. Only Section D asks for a few sentences of academic judgment, and it is the only part that requires the advisor or dean's input.

Other things to keep in mind

- The letter must be on official department/institution letterhead and signed by the academic dean or advisor — not by the student, not by a training-site supervisor.
- This template is for Pre-Completion AT only — training that takes place before the student finishes their academic program, while they remain enrolled.
- The student must be in good academic standing and have been enrolled full-time for one full academic year before starting Pre-Completion AT.
- Hours are restricted while school is in session: Pre-Completion AT must be part-time (19 hours/week or less) during the academic year, and may be full-time only during the student's annual vacation or other official breaks when school is not in session.
- Confirm the student intends to (and remains eligible to) register for the next academic term — Pre-Completion AT is only available to students who are continuing their studies, not those who have finished their program.
- Any time used for Pre-Completion AT is deducted from the student's total AT eligibility, so note the dates/hours clearly — verify current total limits with your RO before signing.
- Do not sign until you have verified the training details directly with the employer/site (job title, supervisor, address, hours, dates) — do not simply transcribe unverified information the student provides.
- Keep a copy of the signed letter in the student's advising file.

J-1 Pre-Completion Academic Training (AT) Recommendation Letter

Dear RO/ARO,

This letter recommends approval of Pre-Completion Academic Training for the student identified below, in accordance with 22 CFR § 62.23(f). The information required under 22 CFR § 62.23(f)(5)(i) is provided in the sections below.

A. Student & Academic Information

Student full legal name	
BYUH ID number	
Major field of study	
Enrolled full-time, in good academic standing, and intends to register for next academic term	☐ Yes ☐ No
Expected program completion date	

B. Training Details

Employer / organization name			
Training supervisor			
Supervisor address			
Supervisor email			
Supervisor phone			
Training location site name			
Site address			
Number of hours per week			
Training start date		End date	
Job/position title during training			
Job responsibilities			

C. Prior Academic Training

Has the student previously participated in Academic Training?	☐ Yes ☐ No
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Note: For Section D, learning objectives for each major can be found at <https://catalog.byuh.edu/program>. Just click on the student's major and scroll down to the section titled "Program Learning Outcomes."

D. Program Justification

1. Goals and objectives of the training: *(2–4 sentences — what the student will learn or accomplish)*

2. Relationship to the student's major field of study: *(How training connects to the student's coursework/major)*

3. Why this training is integral or critical to the academic program: *(Why this experience is a necessary or recognized part of completing the degree program)*

Based on the information above, this student is recommended for approval to engage in the Pre-Completion Academic Training described. Please contact the undersigned directly with any questions.

Sincerely,

Date	
Advisor/Dean Full Name	
Title	
Department	
Phone	
Email	

Reference: 22 CFR § 62.23(f) and (f)(5)(i) — U.S. Department of State, Exchange Visitor Program regulations (Pre-Completion Academic Training).