



The University of Oklahoma
Office of International Student Services

ACADEMIC TRAINING Academic Advisor Support Letter Template

This letter is a **required** part of the Academic Training application. **Print the letter on departmental letterhead following these guidelines:**

To: OU International Student Services
From: *[academic advisor]*
Re: Academic Training details
Date: *[current date]*

[Student name] [OU ID] is requesting *[pre-completion / post-completion / extension of]* Academic Training.

The details of the Academic Training are as follows:

- How the training relates to the student's major field of study
- Why the training is an integral part of the academic program
- Goals and objectives
- Exact start and end dates
- The name and address of the company employing the student
- Student's supervisor

Please contact me if you have any further questions at *[number]* or *[email address]*.

[Academic advisor name]

[Title]

[Department]