

Sample Job Offer Letter for Company or UCSD Department Offering a Position to a J-1 International Student for Academic Training

*[*Letter must be issued on Company Letterhead]*

[Date]

Dear UC San Diego International Services and Engagement Office,

[Student Name] has been offered a training position with **[Company or Department Name]** located at **[Physical Address and Location]** for the period from **[Exact Start Date]** to **[Exact End Date]** for **[Number of Hours]** hours per week. The salary will be **[\$ per Month or Year]**.

The supervisor will be **[Supervisor Name]**, **[Title]** located at **[Location]**.

The training program will include **[Description of Program and Job Duties]**. The goals/objectives of the training program will be **[Description of Goals and Objectives]**.

It is my belief that the proposed training is related to the student's field of study and that it is an integral or critical part of the academic program.

If you have any questions, I can be reached at **[Email and Phone Number]**.

Thank you.

Sincerely,

[Signature]

[Signatory's Name]

[Signatory's Title]