Academic Training Recommendation Form

The Academic Dean or Academic Advisor’s Recommendation is a requirement to grant off-campus work permission for Academic Training either during or after completion of studies. A letter of recommendation on department letterhead is required or you may also choose to complete the Recommendation Form below.

StudentCompletesThisSection:
Student’sNameandG#  

Student’sFieldofStudy: ProgramCompletionDate:  

1. Have you participated in academic training before?  
   Yes ☐ No ☐  
   Please list dates of any previous Academic Training:  

By signing below, I confirm that I am requesting academic training authorization and all of the information I have provided is complete and accurate to the best of my knowledge.

Signature: __________________________ Date: __________________________  

AcademicAdvisororDeanCompletesThisSection:  

1. Description of the AT:  

Employer: __________________________________________________________  
Location: ___________________________________________________________  
Job Title: ___________________________________________________________  
Number of Hours per Week: _____  
Date of AT: From __________ to __________  

2. What are the goals and objectives of the Academic Training?  

3. How does the Training relate to the student’s major field of study at GMU?  

4. How is this training an integral or critical part of the academic program of the student?  

I certify that the above employment is related to the student’s field of study at GMU, and recommend the Academic Training.

Signature: __________________________ Date: __________________________  

Print name and Title: ________________________________________________  

Updated October 2019