



German American
Chambers of Commerce
Deutsch-Amerikanische
Handelskammern

Letter of Recommendation

In order to apply for a J-1 Visa, applicants have to submit two references. As a reference we also accept recommendation letters from academic advisors and professors.

The recommendation letter should include the following information:

- Name of academic advisor or professor
- Name of the academic institution
- Field of study and starting date of intern's studies
- Personal description of the intern
- Evaluation of the intern's performance
- Specific reasons why the intern is appropriate for an internship

The recommendation letter should be very detailed since it is an important part of the application. Failure to follow these instructions may slow down the application process!

To give you an idea, please take a look at the following sample. There is no need to include these instructions with your recommendation letter.

Letterhead of Institution/Briefkopf

Thomas Dzimian
Director of Career Services
GACCNYS
80 Pine Street, 24th Floor
New York, NY 10005

mm/dd/yyyy

Dear Mr. Dzimian,

<< Body of Recommendation Letter >>

Sincerely,

<< Signature >>

Full Name