

## Sample Letter from Home Institution on Official University Letterhead

Date

Office of International Student and Scholar Services  
Brown University, Box 1906  
Providence, RI 02912

To Whom It May Concern:

\_\_\_\_\_ (Student Intern's name) is applying to participate in an academic internship at Brown University in the \_\_\_\_\_ Department. The student is currently enrolled in an academic program in the field of \_\_\_\_\_ (Student Intern's field of study).

This letter is to verify that \_\_\_\_\_ (Student Intern's name) will fulfill the educational objectives for her/his current degree program at our institution by participating in this internship program.

Furthermore, this letter certifies that \_\_\_\_\_ (Student Intern's name) is enrolled in, and pursuing a degree at our institution which is an accredited postsecondary academic institution and that s/he is in good academic standing at our institution.

By engaging in the following activities, the Student Intern will meet the educational objectives of her/his current academic program with our University (please list):

Finally, this letter verifies that the Student Intern has sufficient English language skills to function on a day-to-day basis in the U.S. internship environment.

Sincerely,

Signature of department chair  
Printed Name of department chair