# Sample Letter from Brown University Department

Date


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


To Whom It May Concern:

This is to certify that the Brown University Department of _____ would like to invite
_____(name of Student Intern) to participate in an internship program
from _____ to _____ [maximum of 12 months for each degree/major; extensions
beyond 12 months are not possible.] The internship will consist of _____ hours per week [minimum
of 32 hours per week]. The Student Intern will/will not receive wages or other compensation [if wages will
be paid, please state the amount here].

I understand that all tasks assigned must be necessary for the completion of the student internship program
and that the internship tasks may consist of no more than 20% clerical work. In addition, I am aware that
the internship must expose the participant to U.S. techniques, methodologies, and technology; expand upon
her/his existing knowledge and skills; and not duplicate the Student Intern's prior experience.

Furthermore, I declare that this internship will not serve to fill a labor need in our department and that this
internship will exist solely to assist the Student Intern in achieving the objectives of her/his participation in
a student internship program.

I certify that this internship will not place the Student Intern in any position that involves the following:
- Unskilled or casual labor
- Child care or elder care
- Aviation
- Clinical positions or engaging in any other kind of work that involves patient care or contact,
  including any work that would require student interns to provide therapy, medication, or other
  clinical or medical care (e.g., sports or physical therapy, psychological counseling, nursing,
  dentistry, veterinary medicine, social work, speech therapy, or early childhood education)
- Any position, occupation, or business that could bring the Exchange Visitor Program, Brown
  University, or this department into notoriety or disrepute.


Sincerely,



Signature of department chair
Printed name of department chair