On Institution Letterhead

Date

Location

To whom it may concern

This is to certify that [STUDENT NAME] is a student in good academic standing at [HOME INSTITUTION NAME], [CITY, COUNTRY], working towards a [LEVEL] degree in [DISCIPLINE]. The student’s expected graduation date from this degree program is [DATE]. The program of study requires that the student [SELECT ONE OF THE FOLLOWING]

-completes a research project of [NUMBER] months at [another / a United States] university under the supervision of a faculty member

-participates in a research laboratory at [another / a United States] university for [NUMBER] months under the supervision of a senior member or technical staff [OR]

-completes a work-based program for [NUMBER] months at a [another / a United States].

This letter therefore is provided to support the student’s participation in a student internship opportunity at Purdue University.

During this student internship, the student will be supervised by [SELECT ONE OF THE FOLLOWING-]

\_two professors: one from Purdue University, [NAME, TITLE, DEPARTMENT, COLLEGE] and the other from [HOME INSTITUTION], [NAME, TITLE, DEPARTMENT, COLLEGE].

\_the following Purdue University professor: [NAME, TITLE, DEPARTMENT, COLLEGE].

*[NOTE: The Purdue host should align with the stated primary contact in the Visiting Student Intern Invitation Letter.]*

The objective(s) during this time are/is [“DESCRIBE”]. *[NOTE: This should align with the stated objective in the Visiting Student Intern Invitation Letter.]*

The [research project/work-based program] will begin [START DATE] for a period of [number] (#) months. Assuming satisfactory completion of the activities at Purdue, the student will earn [NUMBER] credit hours from [HOME INSTITUTION] that is needed to [SELECT ONE OF THE FOLLOWING-]

\_[advance the student toward graduation in their degree program …]

\_[provide essential practical skills within their chosen field that complement the student’s educational program and prepare them for graduation …]

\_[satisfy a core degree requirement required for graduation in their degree program …]

at [HOME INSTITUTION].

This [research project/work-based program] is being conducted under the [PROGRAM NAME IF ANY]. *[NOTE – Delete this sentence if the invitation is not pursuant to a program].*

The student will receive [DESCRIBE FUNDING, IF ANY, FROM THE HOME INSTITUTION].

On behalf of [HOME INSTITUTION], we confirm that the student must return to our institution, in [CITY, COUNTRY], to graduate upon completion of the student internship opportunity at Purdue University.

Regards,