

\*\* THE LETTER MUST BE PREPARED ON THE DEPARTMENT LETTERHEAD

[DATE]

[STUDENT INTERN'S NAME]

[STUDENT INTERN'S ADDRESS]

Dear [STUDENT INTERN'S NAME]

Stevens Institute of Technology is pleased to invite you as a J-1 Student Intern in the Division of \_\_\_\_\_ within the School of \_\_\_\_\_. The anticipated time of your internship will be from \_\_\_\_\_ through Month \_\_\_\_\_.

During this time at Stevens, you will be working closely with Dr. \_\_\_\_\_ [*Name of faculty supervisor, official title*]. Set forth below is a general description of the intern position and the related responsibilities:

- [*Role of the student intern in the program*]
- [*Tasks to be given to the intern*]
- [*Activities the intern will be participating in*]
- [*Specific goals or objectives to be achieved during internship*]

We will provide you with \$\_\_\_\_\_ on a monthly basis. [*If Student Intern not funded by Stevens, please indicate where the funds for the Student Intern stay will come from and any other resources department will make available to the Student Intern*]

Please note that as a J-1 Student Intern you will be required to show proof of health insurance that meets the U.S. Department of State's minimum requirements. This mandatory requirement applies to you and accompanying dependents and may not be waived.

You will also be required to fulfill the mandatory government check-in and orientation with the Office of International Student and Scholar Services (ISSS) within ten (10) days of your anticipated arrival date.

[*Include any other information that department would like to list*]

Sincerely,

[SIGNATURE OF THE FACULTY SUPERVISOR]

[NAME][TITLE]