

**SAMPLE INTERN APPOINTMENT LETTER FROM DEAN'S OFFICE**

**(need 2 originals on Cal Poly Letterhead)**

(To be Used for Non-Citizen Appointments Only – V-1 Form also required if non-paid)

DATE

NAME  
ADDRESS

Dear \_\_\_\_\_:

Please consider this letter a confirmation of internship in the \_\_\_\_\_ Department, College of \_\_\_\_\_, effective September \_\_\_\_, 20\_\_ through June \_\_\_\_, 20\_\_, for \_\_\_\_ hours per week at \$\_\_\_\_\_ salary. I understand you will have access to the necessary personal funds needed to support yourself during your stay in the United States (including your international travel, living expenses, and health insurance.) The temporary living expenses in San Luis Obispo are approximately \$1700 per month.

This appointment has been recommended by \_\_\_\_\_, <Head/Chair> of the \_\_\_\_\_ Department, on the basis that you will <briefly list duties that volunteer will be expected to perform.> In performing these duties you will be responsible to \_\_\_\_\_ and you should direct any inquiries to <him/her>.

**<If applicable>** Cal Poly will be able to reimburse you for travel expenses up to a maximum of \$\_\_\_\_\_. We will need original receipts for these charges. Please provide us with proof of medical insurance and a photocopy of your passport and visa.

Cal Poly will provide you with Forms DS-2019 and DS-7002 to apply for a J-1 Student Intern visa at your nearest U.S. Embassy or Consular Office.

Please indicate in the space provided below whether you accept this confirmation of this internship and return it to me as soon as possible. Upon arrival to campus, you must report to Judy Mitchell or Susan Tripp in the International Center in Building 52, Room E-32. Upon arrival you will be required to purchase the Cal Poly international scholar health insurance plan at a cost of approximately \$90 per month. The duplicate of this letter is for your personal file. *(Please note that you are receiving two original copies of this letter. You will need the second original when you apply for your visa at the United States Embassy.)*

We appreciate your interest in volunteering for employment and welcome your contribution to Cal Poly.

Sincerely,

\_\_\_\_\_, Dean  
College of \_\_\_\_\_

cc: Department Head  
<<if paid>>Academic Personnel

I hereby \_\_\_\_\_ the above offer of volunteer appointment as stated above.  
(accept/decline)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature