

Sample letter 2

Chinese student/unknown
employer

Your address and contact
details here

Address 1
Address 2
Postcode
Email
Telephone

Employers address details
here

Insert date

Dear Mr Williams

Proposal for Project or Internship 2016

Example introduction

I am currently in my final year of a BSc. Computer Science degree at the University of York and will complete my studies in June with a predicted minimum grade of 2.1. As a Chinese student I would really like the chance to apply my learning in a successful UK company before I return home.

I read recently in the Yorkshire Network magazine that Contact Heritage UK is part of a regional tourism group interested in increasing business links with China and I believe I can use my high level IT skills to help you do this. Fortunately, the UK government recently introduced a new visa scheme called the **Tier 5 International Student Internship Scheme** which makes it possible for me to stay in the UK to work for up to 12 months with a British company that wants to do business with China. I have enjoyed my time in York and feel a real connection with the UK – I would love to share this by working with you to encourage visitors from China.

What you can offer/skills (example)

I have attached a copy of my CV - from it you can see that I have many skills that could help you to make progress with your plans. During my course, I learnt to take an analytical approach to problem solving and implementing structured solutions. On my placement with the Hope Foundation, I was responsible for developing the charity's online presence which included developing an online ordering system, providing staff training and preparing documentation of the new system.

In addition to excellent computing skills, I have very good English skills as I have been studying in the UK for nearly 4 years. As a native Chinese student I could develop Chinese language content for your website for example. I would also be able to help you understand the business culture in China to make the most of all the opportunities available.

Address the visa situation (example)

The Tier 5 International Student internship Scheme has been specially developed to help businesses like yours. I have enclosed a letter from them which confirms that they will be willing to offer visa sponsorship for up to 12 months. I have also enclosed some notes and useful information about the scheme to help you understand it further.

Ending (example)

I would really like to work for you and be a part of helping your business links with China to grow. I hope we will be able to set up an internship opportunity that will allow me to apply my skills to help your business.

Yours sincerely

Ling Xi
University of York

You could include a copy of the following information with your application:

Example

Information about the Tier 5 International Student Internship Scheme

Although you may have heard that the visa process for international graduates is complicated, there is actually a reasonably straightforward route under Tier 5 Government Authorised Exchange (GAE), provided certain conditions are met. This visa would allow me to stay in the UK for up to 12 months to do work related to my studies for a business that is doing or genuinely intends to do business with China.

The key aspects of the visa are:

- Visa sponsorship is provided by an overarching sponsoring organisation who takes care of all the paperwork (the cost of this is paid by either the employer or the graduate)
- The role must be paid at, or above, National Minimum Wage
- The position must be supernumerary (in addition to normal staffing requirements – for example an internship)
- It must be a skilled role and the position must be temporary
- The employer must be doing, or genuinely intend to be doing, business with China

The best thing about this visa is that you do not have to sponsor me directly and there are no high salary requirements. I am happy to discuss the costs with you directly.

You can find out more about the Tier 5 International Student Internship Scheme at www.ukisis.org – see Employer’s section.

The website has a really useful section of information for employers. You can find full details of the Tier 5 scheme at www.gov.uk/tier-5-government-authorised-exchange

The University of York Careers Service’s website has useful information for employers www.york.ac.uk/careers/employers (Recruiting International Graduates section).

A copy of the International Student Internship Scheme letter to employers is available in the toolkit and should be sent attached to your application.