

**REQUEST FOR LETTER FROM COMPANY OFFERING AN INTERNSHIP POSITION  
TO AN INTERNATIONAL STUDENT**

Dear Employer,

Students on J-1 status, who want to pursue academic training or an internship program in their field of study, are required to obtain a job offer letter from their prospective employer before he or she can be authorized for the academic training.

Please provide a letter that includes the following information:

- Description of the training program, including its location, the name and address of the training supervisor, number of hours per week, salary, and dates of the training
- Goals and objectives of the training program
- Statement acknowledging that the training relates to the student's major field of study, and that it is an integral or critical part of the academic program.

Feel free to copy the attached sample letter. Please give the original letter directly to the student. If you have any questions concerning this request, please contact our office at [oiss@sa.ucsb.edu](mailto:oiss@sa.ucsb.edu) or 805-893-2929.

Thank you.

Sincerely,

Office of International Students & Scholars  
University of California, Santa Barbara

**SAMPLE LETTER**

**(For Company/UCSB Department Offering a Position to an  
International Student for Academic Training)**

COMPANY LETTERHEAD

DATE

Dear UCSB Office of International Students & Scholars,

(Name of student) has been offered a training position with (name of company) located at (physical address and location) for the period from (exact start date) to (exact end date) for (# of) hours per week. The salary will be (\$ per month or year).

The supervisor will be (name of supervisor), (title) located at (location).

The training program will include (description of program & job duties). The goals/objectives of the training program will be (describe goals/objectives).

It is my belief that the proposed training is related to the student's field of study and that it is an integral or critical part of the academic program.

If you have any questions, I can be reached at (e-mail and phone number).

Thank you.

Sincerely,

*Signature*

Name

Title