

Offer Letter Template for Academic Training

Letter must be on Organization Letterhead

[Date]

To UCLA Dashew Center:

[Student First and Last Name] has been offered a position at [Organization Name] per the details outlined below. The organization understands that this work experience is an integral or critical part of the student's U.S. academic program.

The organization confirms that the work experience 1) consists of bona fide training activities connected to the student's academic framework, 2) exposes the student to the operations of their field and 3) consists of primarily substantive, skilled roles.

- Organization Name:
- Organization Address:
- Student's Job Title:
- Detailed Training Description *including clear description of student's role, responsibilities, and duties. (Attach an additional page if needed for full training description.):*

- Start and End Dates of Employment:
- Hours per week:
- Total expected salary (or indicate "unpaid"):
- Supervisor's Name:
- Supervisor's Job Title:
- Supervisor Email:
- Supervisor Telephone:

*** The following information is only required if organization name and address differ from physical worksite name and address, or if using 3rd party/staffing company.**

- Student's Physical Worksite Name*:
- Student's Worksite Address*:

[Supervisor Official Signature- handwritten signature]

[Supervisor Official Title]

[Organization Official Name]