

UCLA – Dashew Center for International Students and Scholars
Sample Departmental Funding Letter

UNIVERSITY OF CALIFORNIA, LOS ANGELES

UCLA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ



Sample Department
University of California Los Angeles
Los Angeles, CA, 90095-1379

Telephone: Fax:

E-Mail: sampledept@ucla.edu

VERIFICATION OF FUNDING

*Must be printed on
official department
letterhead.*

RE: _____

DATE: _____

To Whom It May Concern:

_____, _____, is a full-timed enrolled student in the
(Student's Name) *(Bruin ID #)*

Sample Program at UCLA. The Student will be receiving the following financial support:

Student will be employed by _____ as a

(Department)

_____ at _____. The student's annual gross

(Position/Job Title, Level)

(% of Employment)

Salary is approximately _____ plus remissions of _____ for

(Salary of Position)

(Remissions Amount, if Any)

_____. The student will also be receiving a grant of

(Academic Term/Year, Duration of Funds)

_____ for a total yearly income of approximately _____.

(Grant Amount/Duration)

(Total Income Amount)

If you have further questions, please feel free to contact me.

Sincerely,

Name of SAO/Payroll Personnel

Signature of SAO/Payroll Personnel

Contact Information

*Funding Letter must indicate
funding sources, types of
funds, duration of funding,
and total amount of funds.*