

Experiential Learning Support Letter Template

Edition Date: 3/24/2021

Experiential learning at UC San Diego builds bridges--between academic and co-curricular, theory and practice, college and career--by creating opportunities for students to “learn by doing.” Students explore, build community, and develop the competencies to lead in a global society through engagement in experiential learning both on and off campus.

Students who show academic readiness and normal progress in their degree programs may receive recommendation from their college or departments to participate in these types of opportunities. Types of experiential learning may include but are not limited to community engagement, entrepreneurship, global learning, internships, project-based learning, and research. Students may receive recommendations to begin experiential learning upon approval to enroll in certain courses at UC San Diego with co-curricular components associated with completion of the course or via a cooperative education agreement between the employer, academic department and student.

For international students in F-1 status at UC San Diego, recommendation for enrollment into coursework with co-curricular components or cooperative education agreement may require authorization for Curricular Practical Training (CPT) to ensure students comply with visa status requirements outlined by the Department of Homeland Security (DHS). Students must ensure they request proper employment authorization reflected on their Form I-20 prior to beginning the experiential learning experience. In addition, we recommend that students obtain a support letter from the faculty advisor/graduate coordinator in their academic department to verify that the internship is an integral part of the student’s degree program and to support future immigration benefit applications. This support letter is for the student’s own records and is not required to apply for CPT. Below are sample templates for departments.

For more information regarding practical training through co-curricular opportunities for international students at UC San Diego, please contact the International Students & Programs Office at iStudents@ucsd.edu. For questions regarding the academic program, please contact your academic department.

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SAMPLE LETTER #1

<<Insert date (mm/dd/yyyy)>>

To Whom It May Concern,

This letter is to verify that **Last Name, First Name**, is a student in good standing in the <<education level>> program in the <<department name>> at the University of California San Diego. The student was admitted in <<term and year>> and has enrolled in one full academic year (or minimum of three academic quarters) in their degree program.

We believe that the proposed internship as <<position>> at <<name of company>> is an integral part of this student’s degree program so we recommend engagement in this experiential learning opportunity.

Sincerely,

<<Name>>

<<Title>>

<<Department>>

<<University>>

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SAMPLE LETTER #2

<<Insert date (mm/dd/yyyy)>>

To Whom It May Concern,

This letter is to verify that **Last Name, First Name**, is a student in good standing in the <<educational level>> program>> in the <<department name>> at the University of California San Diego. The student was admitted in <<term and year>>.

We believe that the proposed internship as <<position>> at <<name of company>> is an integral part of this student's degree program so we recommend engagement in this experiential learning opportunity.

Sincerely,

<<Name>>

<<Title>>

<<Department>>

<<University>>

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