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**Home Institution Verification Letter - J-1 Student Intern**

**The Student Intern’s home institution must submit a letter to the Office of International Education (OIE) verifying the following information:**

- They are aware that the student has been admitted to a full-time internship program at Carnegie Mellon University and provide dates of the internship program;
- The student’s current enrollment status, current program and current degree level, and expected program completion date;
- That the student is currently in good standing at the university; and
- That the student will fulfill the educational objectives for her/his current degree program at the home institution by participating in this internship program.

**Please Note:**

- This letter should be on official university letterhead
- This letter must contain all of the requested information to meet US State Department requirements. If any information is missing an additional letter or verification will be requested and the process of issuing Student Intern immigration documents will be delayed.

**Sample Letter**

Date

Office of International Education  
 Carnegie Mellon University  
 5000 Forbes Avenue  
 Pittsburgh PA 15213

To Whom It May Concern:

\_\_\_\_\_ (Student Intern’s name) has been admitted to participate in a full-time academic internship at Carnegie Mellon University in the \_\_\_\_\_ Department from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). The student is currently enrolled in \_\_\_\_\_ (academic program) in the field of \_\_\_\_\_ (Student Intern’s field of study) and is pursuing a \_\_\_\_\_ (degree level) degree. He/she is expected to complete this degree \_\_\_\_\_ (date).

Furthermore, this letter certifies that \_\_\_\_\_ (Student Intern’s name) is in good academic standing at our institution.

This letter also verifies that \_\_\_\_\_ (Student Intern’s name) will fulfill the educational objectives for her/his current degree program at our institution by participating in this internship program.

**IF BEING PAID (otherwise this can be omitted):** I understand that Carnegie Mellon will be paying the student \$X,XXX during the period of the internship program.

Sincerely,

Signature of Department Chair  
 Printed Name of Department Chair