



THE UNIVERSITY OF TEXAS AT DALLAS
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021

[Date]

[Name]

[Title]

[Street Address]

[City] [Province] [Postal Code]

[Country]

Dear [Name]:

It is my pleasure to invite you to join the **(Department)** at The University of Texas at Dallas as a J-1 Exchange Visitor, Student Intern.

Nature of Student Internship Activities

[Indicate the faculty member/supervisor for the internship. List with as much detail as possible the activities that the intern will be undertaking.]

Duration of Student Internship

[Include start and end date of internship period, as well as hours per week.]

Funding

[Please indicate if UT Dallas will be providing any funding, and the nature of any funding provided.]

UT Dallas will provide you with access to the required facilities to fulfill the requirements of your internship.

We are delighted that you will come to our University as a J-1 Student Intern and look forward to meeting you.

Sincerely,

[Faculty Member/Supervisor Name]

[Faculty Member/Supervisor Title]