

[PLACE ON UNIT LETTERHEAD]

Letter Example

Date:

Office of International Education

Subject: Faculty Host Exchange Visitors Exception Approval

Dear International Student and Scholar Services:

I approve [insert faculty host supervisor name] to host more than three exchange visitors concurrently.

[Insert Exchange Visitor's Full Name] has been invited to Georgia Institute of Technology to participate in research from [month, day, year] to [month, day, year]. The research project will include [briefly describe the research activities they will participate in during their stay].

Sincerely,

Insert Dean name: