**[Print on Departmental Letterhead]**

Insert Date

Dear Sir or Madam:

NAME OF UNDERGRADUATE STUDENT has been invited by XXXXX Department at the University of California, Berkeley to engage in a prescribed full-time course of study conducting research from START DATE to END DATE. STATEMENT ABOUT DEPARTMENTAL FEES (EXAMPLE “The departmental fees for participation in this research program total XXXXX” OR “The department will charge no fees for participation in this research program.”)

NAME OF UNDERGRADUATE STUDENT will be insert a non-technical description of the research projects (EXAMPLE “XXX will be developing a new catalysis and researching its application to organic synthesis.)

Insert non-technical description of the educational objectives of the program (EXAMPLE “The student will learn many research skills in Chemistry from the faculty, graduate students and postdocs in their respective groups, including organic synthesis, spectroscopic measurements, materials synthesis and their characterization.”

Insert the process by which the student was selected for this program and their qualifications (EXAMPLE “I reviewed the student’s application and selected her for this program of study. The student is highly qualified to conduct research at UC Berkeley. She is studying Chemistry at XXXX University, a renowned University in XXX, and has completed extensive coursework in Chemistry, Research Methods, and Biochemistry. She is involved in a research project at her home University studying organic synthesis, and will gather further data at the UC Berkeley.)

As the student’s faculty advisor and supervisor, I have verified that the student possesses sufficient proficiency in the English language to participate in their program, and that the student possesses the academic qualifications needed to engage in the prescribed full-time course of study.

Sincerely,

Signed by host faculty

[Host Faculty Name, Title]

University of California, Berkeley Department of XXXXXX