

Request for Internship Letter

As a current College of Arts and Sciences student, you request an approval letter for internships that require School input.

Instructions:

Once you have completed this form, please return it to the College Office along with a description of the internship program. We will then send/fax/email a letter to your employer letting them know that we approve of the internship and will require a letter from them confirming your successful completion of the internship.

Important Notes:

1. This is NOT academic credit. It does not affect your total number of credits needed for graduation.
2. Since the University will not indemnify the company for your activities while serving as an intern and you will not be covered by our insurance, this arrangement will not satisfy every employer.

Name _____ Today's Date _____

Phone _____ Penn ID _____

Dates of Internship _____ to _____

Company/Organization Name _____

Name of Internship Coordinator or Employer _____

Address _____

(Line 2) _____

(Line 3) _____

Fax _____ Phone _____

Email _____

For Internal Use Only

Date Completed

Initials