**Home Institution Letterhead**

**Visitor - Student**

Date:

Dear:

I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**please describe your position with the institution**]. This letter will confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**Student**] is a currently enrolled at (School) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \ and will be supported financially by our institution through (grant/award, name) while he/she is obtaining an opportunity at UCSF as a Visitor for the purpose of a short-term educational, research, or academic project.

The Grant/Award will support **[Student)** in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**convert to US dollars**). For the period of **Month-Day-Year**] to [**Month-Day**-**Year**]

Should you have any questions, please do not hesitate to contact me at: **email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and **phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

Sincerely,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information: